



Believe ♦ Behave ♦ Become

Calendar Dates

Mother's Day	5/13
SAA Meeting	5/17
Classified School Employee Week	5/20-5/25
Principals' Meeting	5/23
Safe Passages	5/24
Memorial Day Observed	5/28

What's Due

April Water Flushing	5/1
April On-line Metal Detection	5/1
ROIs due On-Line	5/31



Tdap Update #4
76% compliant

Friday Operation's Brief



What is a Mother By Anonymous



A mother is someone who loves you
Who cares for you in every way
She sits down and listens to what you have to say

She always thinks you're beautiful
Never puts you down
She always has a smile
To wipe away your frown

A mother is someone who believes in you
Always pushes you to go far
Tells you to believe in yourself
No matter who you are

A mother is like an angel
Although without the wings
She tells you to enjoy
Life's most smallest things

Wishing all our Local District Central Mothers a joyous Mother's Day!

A Summary of April 2018 Attendance Data



As the summer break approaches, student attendance rates tend to decline. In order to combat this trend, it is crucial to continue with interventions and promote attendance. As of April 30th, 18 schools in LD Central are currently meeting the district proficiency target of 75% of students attending at a rate of 96%. 17 schools in LD Central are meeting the District's chronic attendance target of 9% or below. As of April, Local District Central's average proficiency rate is 66.1% in comparison to the District's rate of 64.3%. Local District Central's average chronic rate is 15.6% in comparison to the District's average of 15.7%. As stakeholders, it is our responsibility to continue to motivate students to attend until the end!

Most Improved Attendance Celebration!

To nominate a student for the Most Improved Attendance Celebration event to be held on June 6th, please submit the following to Mario Vega, mvega@lausd.net, by May 25th:

- Student Name and ID Number
- MiSiS Attendance Referral Report
- A few sentences to support your nominations



April Attendance Data



Congratulations! Schools that met or exceeded the attendance target: *75% of students attended school at 96% or higher!*

School	PROFICIENT/ ADVANCED ATTENDANCE TARGET (= /> 75%)
LEE EL MED HLTH MAG	81.00%
JONES EL	80.90%
MACARTHUR PK EL VAPA	80.40%
CASTELAR ST EL	79.40%
KIM ACADEMY	78.90%
DBM	78.30%
CAHUENGA EL	78.20%
ORTHOPAEDIC HSP SH MG	77.50%
ESPERANZA EL	77.50%

School	PROFICIENT/ ADVANCED ATTENDANCE TARGET (= /> 75%)
ADAMS MS	76.50%
KING MS MAG FLM/MDIA	75.60%
HOOVER ST EL	75.50%
RFK UCLA COMM SCH	75.50%
LIECHTY MS	75.40%
GRATTS LA FOR YS	75.40%
FRANKLIN HS	75.30%
10TH ST EL	75.10%

Schools that met the chronic absence target of 9% or less!



School	CHRONIC ABSENCE TARGET (= /< 9%)
JONES EL	5.20%
DBM	5.30%
IVANHOE EL	5.80%
FRANKLIN AVE EL	6.00%
LEE EL MED HLTH MAG	6.20%
CAHUENGA EL	7.20%
HOBART BLVD EL	7.60%
KING MS MAG FLM/MDIA	7.70%
MACARTHUR PK EL VAPA	7.80%

School	CHRONIC ABSENCE TARGET (= /< 9%)
CASTELAR ST EL	7.80%
ARROYO SECO MUS/S MAG	8.10%
TOLAND WAY EL	8.20%
DAHLIA HTS EL	8.50%
KIM ACADEMY	8.60%
ORTHOPAEDIC HSP SH MG	8.80%
ESPERANZA EL	9.00%
KIM EL	9.00%

2nd Annual Aspirations Day at Castro Middle School

Castro Middle School students participated in the 2nd annual Aspirations Day. A small group of student volunteers planned the event with the support of Julie Hey, A-G PSA Counselor and Rozie Salazar, Middle School College and Career Coach. Through this event, students explored their interests and developed goals for their future as they engaged with various community organizations. "Aspirations Day" was aligned with this year's school focus on the School Voice Model. Through this approach, 'aspirations' is defined as "the ability to dream and set goals for the future while being inspired in the present to reach those dreams". To prepare for the event, all students completed a career assessment and identified careers based on their reported interests. A career fair provided students the opportunity to visit stations in small groups and interview professionals representing a wide variety of careers.



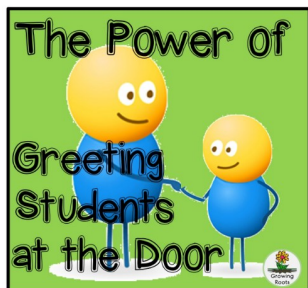
@ Clinton Middle School



Over 300 students and their families participated in Clinton Middle School's first Wellness Fair. The fair, sponsored by LA Promise and the Girls BuildLA challenge, culminated a yearlong focus on health and wellness primarily organized by The Girls Revolution, a student leadership group and PSW Bustos. The fair welcomed 8 student-run booths (i.e. how to make a stress ball and body scrub, aromatherapy, gardening, student health and art demonstrations), 20 community agencies (i.e. health clinics, Microsoft virtual reality, etc.), and exercise classes (i.e. meditation, Zumba, yoga, circuit training). Special guest appearances were made by 59th District Assembly member Reginald Byron Jones-Sawyer, Sr., LA Dodgers Alumni Dennis Powell, Los Angeles Fire Department, LA Galaxy Star Squad, and LA Rams cheerleaders! Way to go Clinton and Girls Revolution!"



Greeting Students At The Door – The First Restorative Practice



Written by: Monty Moy
Restorative Justice Teacher Adviser, Virgil Middle School

Greeting students at the door gives you a chance to connect with every student and gauge their emotional state as they walk into your class. It can increase student attention by offering explicit directions for the day, or you can ask each student a question to formatively assess their understanding of the previous day's lesson. Socially acceptable behaviors, like eye contact, a firm handshake (or in this case a fist bump), and good posture is also modeled by the teacher. Greeting students at the door is simple and effective and worth the extra effort.

Staff Relations Reminder

Evaluations for the 2018/2019 School Year – Updated information from the May 2018 Staff Relations Monthly Update



- Beginning in the 2018-2019 school year all certificated evaluations will be conducted using the MyPGS platform.
- Educator Development and Support (EDS) Expansion:
 - ◇ Adult and Career Education teachers, teacher librarians, and deans will now be included in EDST. Non-school-based, non-classroom teachers will now be included in EDSNCT.
- CPES Transition to MyPGS Platform:
 - ◇ Pre-K special education teachers, special education teachers in early education centers, counselors, school-based support services personnel (nurses, school psychologists, PSA counselors, Related Services providers, etc.), and non-school-based certificated administrators will continue to complete traditional Stull evaluations now to be hosted on the MyPGS platform.

Kindergarten Oral Health Assessment Mandate



California Education Code mandates an oral health assessment for all kindergarten and first grade students not previously enrolled in a public school. Parents/Guardians must present evidence of having an oral health assessment by May 31 of the school year. This assessment may be performed by a licensed dentist or registered dental health professional. Schools are required to notify parents or guardians of this requirement, usually in the enrollment school packets, in the form of a notification letter with the Assessment/Waiver form.

Each school is required to collect Assessment/Waiver forms and enter data in MiSiS by **May 31st** of each school year. Please refer to [BUL-3585.6 Oral Health Assessment for Kindergarten or First Grade](#) for notification templates and guidelines on inputting data into MiSiS.

For low cost and free dental services, please visit the L.A. Trust for Children's Health website thelatrust.org/ohi-oral-health-resources/.



Culminations & Graduations

As you prepare for this year's graduation and culmination festivities, it is important that students and families are well informed about these activities and the requirements necessary for students to participate in them. It is highly recommended that families not be informed of their child's ability participate close to the date of the activities and/or ceremonies. All secondary schools should have already formed a committee to hear appeals from those families whose students have not met the requirements to participate. Please consider that some of our students might have experienced circumstances that prevented them from meeting the requirements. Attached for your convenience are District Policy Bulletins related to Graduation Requirements and Certificate of Completion (Attachments 1 & 2).

2018 Graduation Caps, Tassels and Gowns

Please refer to Reference Guide 6484.3 which outlines policies and procedures for schools to order District provided "rental" graduation caps, tassels and gowns (Attachment 3). It also lists procedures for students to purchase caps, tassels, and gowns as "keepsakes."

The Division of Instruction and the Procurement Services Division have established a multi-year contract to provide District-issued "rentals" of graduation caps, tassels and gowns for students throughout the District. The contract also allows students to purchase the cap, tassel and gown as a keepsake. Please refer to the reference guide for more details.



Title I Categorical Equipment Inventory 2017–2018

The LD Central Title I Categorical Equipment Inventory (CEI) for 2017-2018 database (Attachment 4) identifies the schools that need to conduct a physical check and revise the CEI after equipment purchase.



As a reminder:

- ✓ Schools highlighted in red must conduct a physical check to determine the location of all categorically funded equipment as well as document the location on the CEI.
- ✓ Schools that purchased equipment (with "Yes" on the attachment) need to revise their CEI and place red labels on each piece.
- ✓ Schools that did not purchase equipment need to indicate that nothing was purchased for the current year on the CEI.
- ✓ General Supplies Technology pieces are not to be listed on the CEI, but should be listed on the school's inventory
- ✓ CEI must email the inventory (as Excel document) to the following address: fsep@lausd.net

The Categorical Equipment Inventory must be submitted by June 8, 2018. The LD Central Schools database will be updated for all schools who have submitted their CEI. Should you have questions, please contact your LD Central Title I Coordinators, Marty Barrios or Oscar Salas at 213-241-8694 or 213-241-0497, respectively.



Final Payment of Bills for 2017–2018

To enable prompt payments, schools and offices need to process an online Good Receipt immediately after the ordered items or services are received. For Assistance, please contact your LRP Shopping Cart Support Center at SCSCcentral@lausd.net or (562) 654-9430. For more information, please refer to REF-3640.12 (Attachment 5).



On March 12, 2018, all District employees were enrolled in a mandatory MyPLN course titled Suicide Prevention and Awareness Training and received an email from MyPLN regarding the auto-enrollment. This online course includes an overview of warning signs and risk factors for suicide and self-injury, as well as information and resources for how to support students in crisis. The deadline to complete and pass the assessment for this course is **Wednesday, May 23, 2018**.

Information regarding the mandated course can also be found in MEM-6910 Suicide Prevention and Awareness Training (Attachment 6).



Incoming Students Report

All School Users can now see their incoming students for the 2018-19 school year. This report can be used to view information about incoming elementary students, 6th/7th graders, and 9th graders, including demographics, grades, language classification, student addresses, test data, and programs. To access this report from the Welcome Page, click Summary and then Monitoring Reports. On the Subject Page, click Incoming Students. Remember to click the Elementary button to see incoming Elementary/Middle School Students, and click the Secondary button to see incoming High School Students.

Updates to Attendance Submittal

The Attendance Submittal Dashboard now includes a Daily Attendance Submittal Rate performance tile, a bar chart showing the daily count of teachers with Attendance Not Submitted by Local District, and a new drill-down report for the Revenue Lost YTD performance tile. In addition, all performance tiles now display date ranges. To access the dashboard from the Welcome Page, click Operations and then Attendance. On the Attendance Subject Page, click Attendance Submittal.



LOS ANGELES UNIFIED SCHOOL DISTRICT

POLICY BULLETIN

TITLE: Middle School Culmination Activity and Certificate of Completion

NUMBER: BUL-3815.3

ISSUER: Frances Gipson, Ph.D., Chief Academic Officer
Division of Instruction

Jesus Angulo, Director
Academic & Counseling Services

DATE: June 14, 2016

ROUTING

Local District Superintendents
Local District Directors of Instruction
Local District Counseling Coordinators
Middle School Principals
Middle School Assistant Principals & Coordinators
Middle School Teachers
Middle School Counselors

POLICY: This bulletin outlines the standardized criteria for issuing a Middle School Certificate of Completion and for participation in the Middle School Culmination Activity. The policy will be effective for Middle School students culminating in Spring of 2017 and will continue for all Middle School students thereafter.

MAJOR CHANGES: This version replaces BUL-3815.2, dated August 24, 2015. Major changes include standardized criteria for earning a Certificate of Completion and participating in the culmination activity. Seventh grade marks will not be factored into culmination eligibility. As a benchmark towards high school graduation criteria, students must earn a minimum of fifty credits in the eighth grade with marks of “D” or better. All courses will factor into the middle school culmination criteria.

PROCEDURES: I. CRITERIA FOR MIDDLE SCHOOL CERTIFICATE OF COMPLETION AND PARTICIPATION IN CULMINATION ACTIVITY

Beginning with students culminating in spring 2017, the Certificate of Completion and participation in the culmination activity will be determined by receiving a mark of “D” or better in eighth grade. All subject areas will be considered for eligibility. Students must earn a total of 50 credits during their 8th grade year to be eligible for a Certificate of Completion.

Grade 8:

- Students earn 5 credits for passing each semester course with a mark of “D” or better.



LOS ANGELES UNIFIED SCHOOL DISTRICT

POLICY BULLETIN

Fall 8 th Grade		Spring 8 th Grade	
Courses	Credits	Courses	Credits
English 8A	5	English 8B	5
CC Math 8A or *ACC CC Alg 1	5 *0	CC Math 8B or *ACC CC Alg 1	5 *10
US Hist G&C A	5	US Hist G&C B	5
Science-8A	5	Science 8B	5
Int PE A	5	Int PE B	5
Elective/ ELD	5	Elective/ELD	5
Total Credits Possible	30		30
	*25		*35

If a student transfers into an LAUSD middle school or span school for the first time in the second semester of eighth grade, the principal or designee will evaluate student culmination eligibility based on the possible credits attempted and earned from the date of entry into the school.

Schools may set additional school-site criteria, including behavior, work habits and attendance, for participation in the culmination activity as long as they inform all students and parents/guardians during their 6th and or 7th grade year.

Schools that choose to set their own criteria must complete and submit attachment D to their Local District Instructional Director and Superintendent for approval by the eighth week of the fall semester.

Schools that set their own criteria must edit attachment A.
A sample Certificate of Completion is included on attachment C.

*Note: ACC Algebra 1 is a year-long course. Students earn 10 credits when they pass the Spring course with a mark of “D” or better.



II. COMMUNICATION WITH PARENTS/GUARDIANS

The school's culmination policy shall be communicated to students and parents/guardians on a yearly basis at the beginning of the school year. Information shall also be available at a minimum of two additional times at school events and meetings such as grade level meetings, Back-To-School night and Open House.

For verification purposes, students and parents/guardians shall be informed annually of the policy during registration, using the parent letters (attachment A) and the policy should be emphasized during each IGP Conference.

Verification of annual parent communication shall be completed annually by the principal or designee. The principal shall submit the completed verification form (attachment B) to their local district director no later than the 8th week of the fall semester annually.

III. SUPPORT FOR SUCCESSFUL COMPLETION OF REQUIREMENTS

In order to provide middle school students with the opportunity to meet the requirements for a certificate of completion and to participate in the culmination activity, schools need to establish a support system for their students. Some options include:

- A. Identify at-risk students early and enroll them in appropriate intervention courses
- B. Provide academic intervention programs during the school day
- C. Institute an attendance recovery program
- D. Celebrate and reinforce student achievement
- E. Provide guidance lessons to students addressing topics to promote success such as study skills, time management and classroom behavior
- F. Ensure frequent and consistent school to home communication
- G. Initiate clubs and/or activities that promote a college-going culture
- H. Establish an adult mentoring program for at-risk students

IV. APPEAL PROCESS

If a student does not meet the minimum culmination activity or certificate of completion requirements, the student or parent/guardian may appeal by following the procedures listed below. Considerations may include extenuating circumstances that affect attendance and/or academic



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

achievement or demonstrating significant improvement in the eighth grade.

A. School-site Level

1. A Culmination Appeals Committee shall be convened at the school to review appeals. At a minimum, the committee must include a counselor, a school-site administrator and a teacher.
2. A student or parent/guardian must submit a written request to the Appeals Committee stating why the student did not meet the requirements for the certificate or for participating in the culmination activity.
3. The committee response shall be provided in writing and by telephone within three school days following the appeal.
4. If the parent/guardian does not agree with the Committee's decision, they may appeal to the school site principal within 3 days by telephone or in writing.
5. A decision by the principal will be made within three school days following the appeal.

B. Local District Level

1. If the parent/guardian does not agree with the school's decision, they may appeal to the Local District within three school days of receiving the school sites appeal decision.
2. The Local District decision is final and will be provided by phone and in writing within one school day following the appeal.

AUTHORITY: This is a policy of the Los Angeles Unified School District and the Division of Instruction.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ASSISTANCE: For additional information, contact your Local District K-12 Counseling Coordinator at the following Local Districts:

- Local District Central (213) 241-0100
- Local District East (323) 224-3100
- Local District Northeast (818) 252-5400
- Local District Northwest (818) 654-3600
- Local District South (310) 354-3400
- Local District West (310) 914-2100

Or you may call the Office of College and Career Education at (213) 241-7510.



LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

ATTACHMENT A

PARENT LETTER REGARDING NEW MIDDLE SCHOOL CULMINATION
AND CERTIFICATE OF COMPLETION POLICY

Date: _____

Dear Parent/Guardian:

LAUSD has adopted a *Middle School Culmination Activity and Certificate of Completion* policy effective starting with the class of students culminating in 2017. This policy defines the criteria for issuing a Middle School Certificate of Completion and for students to participate in the Middle School Culmination Activity. It supports student achievement and guides students in preparing for matriculation from middle school to high school.

To participate in the culmination activity, eighth grade students must meet all LAUSD requirements and school-site criteria to earn a Certificate of Completion.

▲ To earn a Certificate of Completion, students will be evaluated based on the marks and credits earned in the eighth grade. Students will earn 5 credits for passing each semester course with a 'D' or better. Grades from all subject areas will be used to determine credits earned in eighth grade.

▲ Students must earn 50 credits to be eligible for the Certificate of Completion.

Students and parents/guardians will discuss this policy during the Individual Graduation Plan (IGP) conferences. We will work closely with you and your child to promote academic achievement.

If you have questions about the Culmination Activity and Certificate of Completion policy, contact your child's counselor _____ at _____.

Sincerely,

Principal

✂-----

PLEASE RETURN THIS SIGNED FORM TO YOUR CHILD'S COUNSELOR

I have read the attached letter and discussed the requirements for the Certificate of Completion and the culmination activity with my child. We will discuss this again at the Individual Graduation Plan conference. If I have any questions, I will contact you.

Student's Name: _____ Date of Birth: _____

Parent's/Guardian's Name: _____



LOS ANGELES UNIFIED SCHOOL DISTRICT

POLICY BULLETIN

ANEXO A

CARTA A LOS PADRES DE FAMILIA SOBRE LAS NUEVAS NORMAS PARA LA GRADUACIÓN DE LA ESCUELA INTERMEDIA Y EL CERTIFICADO DE TERMINACIÓN DE ESTUDIOS

Fecha: _____

Estimados padres de familia/tutores legales:

El LAUSD ha adoptado una norma de *Actividad de Graduación de Escuela Intermedia y Certificado de Terminación de Estudios* que entra en vigor con los alumnos que culminarán en el 2017. Estas normas definen los criterios para otorgar un Certificado de Terminación de Estudios de la Intermedia y para que los alumnos puedan participar en la Actividad de Graduación de la Escuela Intermedia. Dichas normas apoyan el aprovechamiento académico y guían a los alumnos al prepararlos para la transición de la intermedia a la preparatoria.

▲ Para obtener un Certificado de Terminación de Estudios, se evaluará a los alumnos en base a las calificaciones obtenidas en el octavo grado. Los estudiantes recibirán 5 créditos por cada curso de un semestre con una calificación de 'D' o más. Todas las materias formarán parte del criterio.

▲ Los alumnos deben acumular 50 créditos para recibir el Certificado.

Para participar en la culminación los alumnos de octavo grado deben satisfacer todos los requisitos del LAUSD para obtener un Certificado de Terminación de Estudios. Las escuelas podrán fijar criterios adicionales para su plantel en particular, incluidos los hábitos de trabajo, la conducta y la asistencia para que los alumnos puedan participar en la actividad de graduación.

Los alumnos y los padres/tutores discutirán estas normas durante las conferencias sobre el Plan Individual de Graduación (IGP, por sus siglas en inglés). Colaboraremos de cerca con usted y su hijo(a) para fomentar el aprovechamiento académico.

Si usted tiene preguntas acerca de las normas sobre la Actividad de Graduación y el Certificado de Terminación de Estudios, comuníquese con el consejero de su hijo(a)

_____ al _____.

Atentamente,

Director(a)

✂-----

FAVOR DE DEVOLVERLE ESTE FORMULARIO CON SU FIRMA AL CONSEJERO DE SU HIJO(A)

He leído la carta adjunta y he hablado con mi hijo(a) sobre los requisitos del Certificado de Terminación de Estudios y la actividad de graduación. Trataremos esto de nuevo en la conferencia del Plan Individual de Graduación. Si tengo alguna pregunta, me comunicaré con usted.

Nombre y apellido del alumno: _____ Fecha de nacimiento: _____

Nombre y apellido del padre/madre/tutor legal: _____

Firma del padre/madre/tutor legal: _____ Fecha: _____



LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

ATTACHMENT B

**VERIFICATION OF COMMUNICATION WITH PARENTS
ABOUT THE MIDDLE SCHOOL COMPLETION REQUIREMENTS**

School Name:			
	6th graders	7th graders	8th graders
Number of Parent/Guardian Letters Sent to:			
Percent of Parent/Guardian Letters Returned from:			
List of ways you will communicate these requirements with students and parents/guardians			

Contact Person: _____ Title: _____

Date: _____

Send this completed form annually to your Local District Director no later than the 8th week of the fall semester.



LOS ANGELES UNIFIED SCHOOL DISTRICT
Certificate of Completion

This certificate is awarded to

Who has satisfactorily completed the Course of Study
for grade eight as prescribed by the Los Angeles Unified School District

This __ of June, two thousand ____



Principal

Counselor



Request to Implement Alternative Culmination Policy

June 14, 2016



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Graduation Requirements for Classes of 2016-2019

NUMBER: BUL-6566.2

ISSUER: Frances Gipson, Ph.D., Chief Academic Officer
Division of Instruction

Jesus Angulo, Director
Academic and Counseling Services

ROUTING

Local District Superintendents
Local District Administrators of
Instruction
Local District Instructional
Directors
Operations Administrators
Local District Counseling
Coordinators
Secondary Principals
Secondary Assistant Principals
College Counselors
Counselors

DATE: December 15, 2016

POLICY: This bulletin outlines the graduation requirements for the classes of 2016 through 2019, and how they relate to the California State University (CSU) “a-g” minimum admission requirements. This bulletin also defines grade level promotion requirements, a passing grade in “a-g” courses, the graduation requirements for English Learners and students with disabilities receiving special education services, and the alternative graduation requirements for foster youth, homeless and probation students eligible for exemptions provided under Assembly Bill 216 (AB216), formerly AB 167, and under AB 1806.

MAJOR CHANGES: This bulletin replaces Bulletin 6566.1, *Graduation Requirements for the Classes of 2016-19*, dated January 16, 2016, Bulletin 6166.1, *Graduation Requirements for the classes of 2017 and 2018*, dated July 2, 2014, and Bulletin 5789.1, *Graduation Requirements for the class of 2016*, dated September 12, 2013. This revised bulletin provides updated information regarding graduation year and the languages other than English (LOTE) graduation requirement. It also provides clarification of Physical Education and Mathematics graduation requirements, as well as updated reference information.

GUIDELINES: I. BACKGROUND

On June 14, 2005, the Board of Education approved the resolution to “Create Educational Equity in Los Angeles through the Implementation of the A-G Course Sequence as Part of the High School Graduation Requirements.” Enrollment in the “a-g” course sequence began in 2008. On June 9, 2015, the Board of Education approved a Resolution “To Recommit to A-G for All.” For the classes of 2016 and beyond, LAUSD graduation requirements require students to complete the minimum CSU “a-g” course requirements. The requirement of a grade of “C” or better was eliminated. In addition to the “a-g” course sequence, students must complete additional California Department of Education (CDE) and LAUSD requirements. The LAUSD “a-g” and the additional CDE and LAUSD course requirements require a passing grade of “D” or better for graduation eligibility.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

II. GRADUATION ELIGIBILITY

To receive a high school diploma in the LAUSD, students must earn 210 credits and a grade of “D” or better in all courses which satisfy the:

- Minimum CSU “a-g” course sequence
- CDE graduation requirements, and
- Additional LAUSD graduation requirements

Note: “Validation” in the tables below refers to the granting of “a-g” credit when a student successfully completes advanced work (earning a grade of “C” or better) in an area of sequential knowledge. In this case, the student is presumed to have achieved proficiency in the lower-level coursework (e.g., Spanish 2B, successfully completed with a grade of “C” or better, validates Spanish 1A, 1B, and 2A). Validation does not meet numerical credit requirements or course enrollment requirements. See Section III, pages 9-10 below for subject-specific validation rules.

Note: Passage of both sections of the California High School Exit Exam (CAHSEE), once a graduation requirement, has been suspended for the classes of 2016-18. See California Education Code Sections 60851.5 and 60851.6 (added through passage of SB 172).

The table below summarizes the minimum “a-g” subject requirements, CDE and additional LAUSD requirements for graduation eligibility. More detailed tables for each subject area requirement follow.

	Subject	Years	Comments
“A-G” Requirements	A – History/Social Science	2 years	No Validation
	B – English	4 years	No Validation
	C – Math	3 years	Validation
	D – Lab Science	2 years	Validation (Chemistry Only)
	E – Language Other than English	2 years	Validation
	F – Visual & Performing Arts	1 year	No Validation
	G – College Prep Elective	1 year	No Validation
	Subject	Years	
CDE – CA State Requirements	History/Social Science	3 years	World History, US History, Government, Economics
	English	3 years	
	Mathematics	2 years	2 years required in HS + Algebra requirement
	Science	2 years	Biological and Physical
	VPA or LOTE or CTE	1 year	
	Physical Education	2 years	
	Subject	Credits	
LAUSD Additional Requirements	Health Course	5	
	Service Learning Requirement		
	Career Pathway Selection		
	TOTAL CREDITS REQUIRED	210	



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

History/Social Science

3 years required

Table 1 – Recommended course sequence (also includes Honors) to meet the requirement for History/Social Science			
9 th	10 th	11 th	12 th
	370127/28 WHG: Mod Wld AB OR 370133/34 AP Wld Hist AB	370129/30 US Hist 20th AB OR 370111/12 AP US History	370603 Prin Am Democracy OR 370605 AP Govt & Pol AND 370905 Economics OR 370906 AP Micro Econo OR 370907 AP Macro Econo

Principles of American Democracy and Economics are not necessary to meet the “a” requirement. Economics and Principles of American Democracy can satisfy the “g” requirement.

The CDE requires 3 years of social science to include World History, US History, Government and Economics.

English

4 years required

Table 2 – Required course sequence (also includes Honors) to meet the requirement for English			
9 th	10 th	11 th	12 th
230107/08 English 9AB	230109/10 English 10AB	230111 American Lit & 230201 Cont. Comp OR 230115/16 Auth. Comp AB OR 230125/26 AP English Language OR 230117/18 AP English Literature	230206 Expos Comp. OR 230207 Adv Comp AND “b” Grade 12 English Elective OR 230125/26 AP English Language OR 230117/18 AP English Literature OR 230231/32 ERWC AB

Students must be enrolled in the grade-level English courses listed (or their equivalents) for the year in which they are enrolled.

Literacy and Language and Advanced ELD are categorized as English Language Development courses by UCOP. A maximum of two semesters may be used to satisfy the “b” requirement if a grade-level English course is failed. Literacy and Language and Advanced ELD cannot be used for twelfth grade English.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Mathematics

3 years required

Table 3 – Recommended course sequence (also includes Honors) to meet the requirement for Mathematics			
9 th	10 th	11 th	12 th
310341/42 CC Algebra 1 (Year-long) OR 310233/4 Financial Algebra 1AB OR 310423/24 CC Geometry AB OR 310343/44 CC Algebra 2AB	310423/24 CC Geometry AB OR 310343/44 CC Algebra 2AB OR 310239/40 Financial Algebra 2AB OR other 2 nd year of math (see the approved courses list: http://achieve.lausd.net/Page/8039)	310343/44 CC Algebra 2AB OR other 3 rd year of Math (see the approved course list: http://achieve.lausd.net/Page/8039)	Additional years of mathematics depend on students' college and career goals (see the approved course list: http://achieve.lausd.net/Page/8039)

All course sequences listed in MEM-6458.1, *Middle and High School Mathematics Placement and Pathways* include CC Geometry AB either immediately following CC Algebra 1 or taken concurrently with it.

LAUSD policy requires students to be enrolled in mathematics courses in Grades 9 through 11.

Regardless of any validation, the CDE requires that 2 years of mathematics, including Algebra 1 (or a higher course), be successfully completed (passed with a “D” or better) in high school.

According to BUL-5325.1, *Algebra 1 End-of-Course Examination Requirement for Granting Graduation Credits in Mathematics at Middle School*, eighth grade students who take an Algebra I course will earn 10 high school graduation credits in mathematics if they meet the following criteria:

- A grade of “A” or “B” in Accelerated CC Algebra 1 and a score of “Proficient” or “Basic” in the Algebra 1 Summative Assessment, or
- A grade of “C” in Accelerated CC Algebra 1 and a score of “Proficient” in the Algebra 1 Summative Assessment.

Students who took Algebra 1 equivalent courses in grade 7 may be eligible to receive high school credits in mathematics if they meet the criteria outlined in BUL-5325.1, *Algebra 1 End-of-Course Examination Requirement for Granting Graduation Credits in Mathematics at Middle School*.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Laboratory Science

2 years required

Table 4 – Recommended course sequence (also includes Honors) to meet the requirement for Laboratory Science			
9 th	10 th	11 th	12 th
360121/2 ICS1AB (physical science) OR 360701/2 Biology AB	360701/2 Biology AB OR 360123/4 ICS2AB (biological science) OR 361401/2 Chemistry AB	361401/2 Chemistry AB OR 361501/2 Physics AB OR 361403/4 AP Chemistry OR 360707/8 AP Biology	Additional years of science depend on students' college and career goals (see the approved course list: http://achieve.lausd.net/Page/8040)

Students must complete at least one year of biological science and one year of physical science. Integrated/Coordinated Science 1 will satisfy the physical science requirement and Integrated/Coordinated Science 2 will satisfy the biological science requirement. Integrated/Coordinated Science 3 will satisfy either the biological or the physical science requirement.

The CDE requires that two years of science, one year of biological science and one year of physical science, be successfully completed (passed with a “D” or better) in high school. Validation will not meet the CDE requirement.

Language Other than English (LOTE)

2 sequential years (4 sequential semesters) required, in the same language

Table 4 – Recommended course sequence (also includes Honors) to meet the requirement for LOTE			
9 th	10 th	11 th	12 th
LOTE 1 OR LOTE 2	LOTE 1, LOTE 2 OR LOTE 3	LOTE 2 OR LOTE 3 Additional years of LOTE depend on students' college and career goals.	Additional years of LOTE depend on students' college and career goals.

Spanish for Spanish Speakers 1AB with a mark of “D” or better satisfies the LOTE requirement for LAUSD only.

The LOTE requirement may also be satisfied through examination. Attachment B identifies six examination options for students to demonstrate proficiency in LOTE.

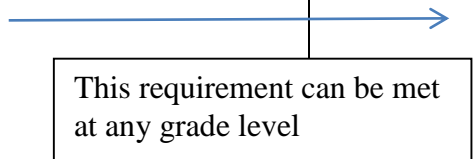
UCOP approved LOTE courses completed in Grades 7 and 8 may be used to satisfy the LAUSD graduation requirement.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Visual and Performing Arts (VPA)

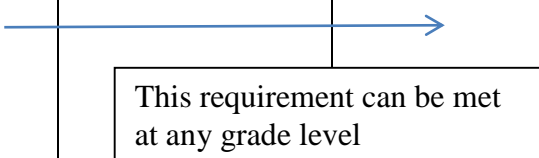
1 year required in the same discipline

Table 6 – Recommended course sequence (also includes Honors) to meet the requirement for Visual and Performing Arts			
9 th	10 th	11 th	12 th
VPA Same discipline			Additional years of VPA depend on students' college and career goals.

Disciplines are dance, music, theater, and visual arts.

College Prep Elective

1 year required

Table 7 – Recommended course sequence (also includes Honors) to meet the requirement for a College Prep Elective			
9 th	10 th	11 th	12 th
College Prep Elective			Additional years and subject choices depend on students' college and career goals (see the approved course list: http://achieve.lausd.net/Page/8043)

Students must satisfy this requirement by completing two semesters from the list of “g” approved courses: <http://achieve.lausd.net/Page/8043>. No introductory level courses in subject areas “c”, “e” and “f” may be used to meet the “g” requirement. If a student completes a course from the “a-f” subject areas beyond the minimum “a-g” requirements, this course may be used to satisfy the “g” requirement.

Economics and Principles of American Democracy can satisfy the “g” requirement.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Physical Education Course Requirement

2 years required

Table 8 – Recommended course sequence to meet the requirement for PE			
9 th	10 th	11 th	12 th
330105/06 ADV PE 1AB	330121/22 ADV PE 2AB		Additional years of PE depend on students’ college and career goals.
	ADV PE 2AB can be taken in Grades 10-12		

All students are required to participate in a physical education program (California Education Code 51222 and 51241). For specific service delivery options, refer to BUL-2528.1, *Physical Education Programs Grades K-12* and REF-6082.0, *Student Physical Education Exemption Letter*. Students in Grade 9 are to be enrolled in Physical Education Course ADV PE 1AB. All ninth grade students are expected to participate in the state mandated physical fitness test (Fitnessgram®).

To complete the PE requirement, the district recommends two options:

- Option 1: All ninth grade students are to be enrolled in ADV PE 1AB (330105/06). Students must also take ADV PE 2AB (330121/22) in Grade 10. Students must continue to take PE in Grades 11 and 12, unless they pass the physical fitness test.
- Option 2: For schools with lower numbers of students, any student in Grades 9 and 10, could be put in ADV PE 1AB or ADV PE 2AB where the students would receive all eight content areas over the course of two years. Students must continue to take PE in Grades 11 and 12, unless they pass the physical fitness test.

School-sponsored, CIF-sanctioned, interscholastic competitive athletics can be used for physical education graduation credit. During the off-season, athletes can be enrolled in an Advanced Conditioning course (ADV COND, 330205), rather than one of the required courses listed in Options 1 and 2. The Advanced Conditioning course must include training for the appropriate sport as well as any of the state required PE content areas (see <http://www.cde.ca.gov/ci/pe/>) not included in the sport. Students enrolled in winter season sports, or both a fall and spring sport are not required to be enrolled in Advanced Conditioning. (See Attachment G for a table of which course to schedule in each semester.)

Cheerleading, Drill Team, Dance, Aerobics, Golf, Badminton, Tennis, Basketball, Soccer, and other physical education single subject courses are elective courses and do not meet the physical education criteria. See Bulletin 2528.1, *Physical Education Programs - Grades K-12*.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Health Requirement

1 semester required

No validation

Table 9 – Recommended course sequence to meet the requirement for Health			
9 th	10 th	11 th	12 th
260103 HEALTH SH			

Health SH is frequently scheduled in grade 9, but may be scheduled in any year.

Pilot and Partnership schools have other options to meet the health requirement. (Refer to the Pilot School Manual or Partnership MOU for more details regarding the health requirement).

Non-Course Requirements

No validation

Table 10 – Non-course Requirements			
9 th	10 th	11 th	12 th
Career Pathway			

Service Learning

210 Numerical Credits

Career Pathway Requirement

During the ninth grade, students shall be given the opportunity to explore and evaluate interests, skills, talents, and abilities, and an opportunity to identify the industries and careers that they would like to pursue. Career exploration can be done via ConnectEd Studio's ECCCO on-line curriculum, career fairs, worksite tours, work-based learning activities and websites like MyNextMove.org, CareerCruising.com. Advisory periods, homeroom and counseling sessions are all options for delivering this exploration and assessment. As part of the annual Individual Graduation Plan (IGP) meeting, counselors will document the student's chosen career pathway, which must be aligned to CTE courses and career pathways available at the school site. Please refer to REF-911, *Career Pathways Graduation Requirement*. The Career Pathway must be documented in MiSiS.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Service Learning Requirement

Students are expected to complete a service-learning experience that is integrated into the academic course curriculum. It must contain these 5 elements: Core Academic Learning, Meaningful Service, Student Voice, Reflection, and Collaboration. For details please see REF-3605, *Service-Learning Graduation Requirement*. Completion of the Service Learning requirement must be documented in MiSiS.

210 Numerical Credit Requirement

Students must accumulate a total of 210 credits to meet the numerical credit requirement. Students will receive 5 numerical credits for semester-long courses passed with a grade of “D” or better. A year-long course passed with a grade of “D” or better earns 10 numerical credits.

Note: Requirements satisfied through validation and examination do not yield numerical credits.

III. VALIDATION AND SUBSTITUTION RULES

A. Validation

LAUSD has adopted validation rules that follow those used for CSU admissions requirements. Validation occurs when a student has successfully completed advanced work (earning a grade of “C” or better) in an area of sequential knowledge. In this case, the student is presumed to have achieved proficiency in the lower-level coursework (e.g., Spanish 2B, successfully completed with a grade of “C” or better, validates Spanish 1A, 1B, and 2A).

B. Validation Limitations

1. Students do not earn numerical credits for requirements satisfied through validation.
2. Validation rules do not apply to CDE minimum high school graduation requirements.
3. Validation does not apply to the LAUSD requirement that students be enrolled in mathematics courses in Grades 9, 10 and 11.
4. For admissions criteria for colleges and universities, refer to the institutions’ websites and/or documentation to ensure that students will satisfy specific college admissions requirements.

C. Validation of Mathematics Courses

1. A grade of “C” or better in the second semester of a yearlong math course will validate a “D” or “Fail” in the first semester. Additionally, a grade of “C” or better in the second semester of an advanced math course, such as Pre-Calculus, AP Calculus, or H Advanced Math, will validate the “c” requirement.
2. A grade of “C” or better in Statistics or AP Statistics will validate only Algebra I and Algebra II, not Geometry.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

D. Validation of Language Other Than English (LOTE) Courses

1. A grade of “C” or better in a higher-level course validates a lower-level course in the same language. A higher-level LOTE course can validate the appropriate number of years based on the level. Refer to the College and Career website at <http://achieve.lausd.net/Page/8041> to determine the LOTE level. For information on demonstrating LOTE proficiency by examination, see Attachment B.
2. LOTE Exams and Subject matter tests do not meet the CDE requirements and will not yield LAUSD numerical credits.

E. Validation of Chemistry Courses

A grade of “C” or better in the second semester will validate a grade of “D” or “Fail” in the first semester of Chemistry.

F. Substitution Rules for English Courses

Students may substitute LAUSD required courses in the area of “b”, English, only after the appropriate grade-level district-approved English course has been attempted. Literacy and Language and Advanced ELD are categorized as English Language Development courses by UCOP. Although these courses are approved by UCOP to meet the “b” requirement, a maximum of two semesters may be used to satisfy the LAUSD “b” requirement. Literacy and Language and Advanced ELD cannot substitute for twelfth grade English. For a list of LAUSD approved courses from the “b” subject area, visit the College and Career website: <http://achieve.lausd.net/Page/8022>.

IV. NUMBER OF REQUIRED COURSES AND MINUTES

- A. All students must be enrolled in a full schedule of classes each semester of high school to maximize student opportunities for learning. Students must be enrolled in all periods that are part of the school’s regular program, regardless of the bell schedule.
- B. The only exceptions to the above are:
 1. A twelfth grade student who is on track for completing all of the requirements for graduation, and is enrolled in Work Experience, may attend high school for a minimum of 240 minutes per day in the last semester before graduation, upon the written request of a parent or legal guardian or upon his or her own request if the pupil is 18 years of age or over. (California Education Code 46147/LAUSD Policy).
 2. An eleventh or twelfth grade student who is enrolled part time in college classes (with prior approval of the school), for which academic credit will be provided, may attend high school for a minimum of 240 minutes per day (California Education Code 46146/LAUSD policy).
 3. A student with an IEP, who has been granted approval by his or her counselor and IEP team to participate in courses or programs at an



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Adult Education Site or LAUSD Career/Transition Center or to participate in an LAUSD approved work experience program or transition related program, may attend high school for a minimum of 180 minutes per day. Adult education, including courses taken at Occupational Centers and Skill Centers may be counted as instructional time for students with an IEP. Instructional minutes can be combined across sites and include transportation between District approved sites.

4. Parent permission is required for any student who meets the exceptions listed above and is placed on a shortened schedule. See Attachment C for the Parent Authorization Form. Schools are responsible for collecting documentation that students are enrolled in college or a work experience program. Any student who meets the exemptions above can have his or her approval to have a shortened school day revoked by the principal or designee at any time.

V. CREDIT FOR SCHOOL SERVICE, SIMILAR COURSES, AND REPEATED COURSES

- A. School Service courses are reserved only for Grade 12 students who are on track to graduate and meet all of the criteria outlined in REF-5886.0, *Student Enrollment in Service Courses*. Students in Grades 9 through 11 shall not be enrolled in a service class. Schools must ensure that students meet the enrollment criteria for Service. The student's parent, counselor, and administrator must sign the Parent Authorization Form, Attachment D, and keep the documentation on file. This must also be recorded in MiSiS in "Counseling Communications." Click "add new record," and check Program Scheduling. In the Comment box, note that the service agreement has been signed and returned on specific date.
- B. Starting in 2016-2017, Assembly Bill 1012 (AB1012) allows the assignment of students to such courses without "educational content" only if three conditions are met: 1) the pupil's parent/guardian has consented in writing to such assignment; 2) a school official has determined that the pupil will benefit from being assigned to such a course; and 3) the principal or assistant principal has stated in a written document maintained at the school that for the relevant school year, that no students are assigned to those classes unless the school has met the above conditions. However, the legislation also states that under no circumstances shall a school district assign a pupil to a course period without educational content "because there are not sufficient curricular course offerings for the pupil to take during the relevant period of the designated school day."
- C. AB 1012 further provides the same conditions when a student is scheduled in a course which he or she has previously completed and for which he or she has previously received a grade of "C" or better. See Attachment E.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- D. These conditions (i.e., parent consent and school official determination that the pupil will benefit from the course) do not apply to alternative schools, community day schools, continuation high schools, and opportunity schools.
- E. Schools assigning Service classes, other similar classes or repeated classes to students must record the parent permission and administrator verification form (Attachment D or E) for every student and keep it on file.

VI. REQUIRED BENCHMARKS TO BE CONSIDERED ON TRACK IN EACH GRADE LEVEL

To earn a high school diploma, a student must satisfactorily complete the required “a-g” courses with a grade of “D” or better in addition to satisfying the CDE and additional LAUSD requirements. For students to be considered “on track” to graduate, they must earn a grade of “D” or better in the “a-g” grade level courses and the required numerical credits for that grade level (see above). To be considered eligible for UC or CSU admission, a student must earn a grade of “C” or better in “a-g” courses.

Grade Level Benchmarks			
9 th grade	10 th grade	11 th grade	12 th grade
1 • B English	1 • A World History	2 • A US History	3 • A Prin Am Dem • G Economics
1 • C Math	2 • B English	3 • B English	4 • B English
1 • PE	1 • D Bio or Phys Sci	3 • C Math	1 • F Vis & Perf Art
✓ • Career Pathway	1 • E LOTE	2 • D Bio or Phys Sci	1 • G Elective
	2 • PE	2 • E LOTE	✓ • Service Learning
	½ • Health		
50 Credits	105 Credits	160 Credits	210 Credits



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

VII. REQUIRED CREDIT TO PROMOTE FROM ONE GRADE LEVEL TO THE NEXT

Grade level promotion is based solely on the numerical credits earned. In order to promote to the next grade level, students must earn the total number of credits required as indicated in the chart below:

Grade 10	Grade 11	Grade 12
50 credits	105 credits	160 credits

Grade level promotions are to be completed by fall norm day. Eleventh grade students who have earned 180 credits (170 credits on 4x4 schedule) by the beginning of the spring semester and who are on track to graduate at the end of the spring semester may be promoted to twelfth grade.

VIII. ADULT SCHOOL CREDIT

Students may complete “a-g” courses in adult school. Schools need to verify that courses completed have received the appropriate “a-g” designation by checking the adult school’s approved “a-g” Course List on the UCOP web site: <https://hs-articulation.ucop.edu/agcourselist#/list/search/institution>. Refer to BUL-1757.2, *Equivalent Academic Courses in Adult Education for Senior High School Diploma Credit*.

IX. YEAR OF THE DIPLOMA

- A. When a student enters an LAUSD high school in Grade 9 for the first time, the graduation year is set in MiSiS. Refer to REF-1963.1, *Graduation Year Guidelines to Determine Requirements for the Diploma* and MiSiS for additional information. Students must meet the graduation requirements of the school year listed on the diploma.
- B. If a student completes the graduation requirements at the end of summer school or intersession, or at the end of the fall semester following the graduation year (identified in MiSiS), he or she will receive the diploma with the previous June graduation date and be held to the graduation requirements of that school year.
- C. With the approval of the principal, students may continue to work on graduation requirements up to one year after the end of the fall semester following the original expected graduation date. These students must be continuously enrolled and must make adequate academic progress to maintain their enrollment. The “Graduation Requirements Year” field is not changed, and these students must meet the graduation requirements of their entering cohort. Please refer to REF-1963.1 for additional



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

information regarding students at Options Schools; English Learners; foster, probation and homeless students; and students with disabilities.

X. STUDENTS WITH DISABILITIES

A. Waivers and Exceptions

Students with disabilities working toward a diploma are required to meet the same graduation standards as their non-disabled peers. Certain waivers and exemptions are available to eligible students with disabilities with an IEP to allow them to remain eligible for graduation with a high school diploma. The IEP team does not have the authority to grant waivers beyond those defined in District policy. Please refer to the following District policies for additional guidelines and procedures for waivers:

1. Algebra 1: See REF-5982.1, *Algebra 1 Waiver Procedures for Students with Disabilities*.
2. Algebra 2: See BUL-6257.1, *High School "A-G" Requirements and Students with Disabilities*.
3. LOTE (Languages Other Than English): All students must be enrolled in year one of a LOTE course. Students with disabilities in the class of 2016 – 2019 only have an option to receive an exemption from the first year of LOTE if they are enrolled for the full year and, despite all efforts and reasonable support, are not successful. An exemption from the second year of LOTE is also possible. See BUL-6257.1, *High School "A-G" Requirements and Students with Disabilities*.
4. Physical Education: See BUL-2457.1, *Physical Education Exemptions*.

B. Certificate of Completion

Students with disabilities who do not complete all of the requirements for a diploma are eligible for a Certificate of Completion, including students who receive services from the Resource Specialist Program, Related Services, and Special Day Programs. Students who participate in the Alternate Curriculum are not programmed into courses that earn graduation credit, and therefore these students are not eligible for a diploma. See REF-4160.0, *Course Codes for High School Students Participating in the District Alternate Curriculum* for the list of high school alternate curriculum course codes. See REF-6056.3, *Issuance of Diplomas or Certificates of Completion for All Eligible Grade 12 Students with Disabilities* for guidelines on issuing Certificates of Completion.



XI. ENGLISH LEARNER STUDENTS

Per state and federal regulations, English Learners who have not yet met reclassification criteria are required to have an English Language Development class. Literacy & Language and Advanced ELD are categorized as English Language Development courses by UCOP. Although these courses are “b” approved, a maximum of two semesters may be used toward satisfaction of the “b” requirement. These courses, if not used to satisfy the “b” requirement, can also be used for “g” credit. English Learners who are newcomers enrolling in high school as their first school experience in the United States may remain in high school until graduation requirements are met or through the age of 21, whichever comes first, as long as academic progress sufficient to meet the graduation requirements is made.

XII. FOSTER, HOMELESS, AND PROBATION STUDENTS

A. Legislation

On September 23, 2013, AB 216 was passed and approved by the Governor to amend Section 51225.3 of, and add Section 51225.1 to the Education Code, relating to high school graduation for students in foster care. As of January 1, 2015, Assembly Bill 1806 (AB 1806) was signed into law, revising section 51255.1 of the Education Code, extending these provisions to homeless youth. Students who qualify for AB 167/216 and AB 1806 are youth in foster care, identified as homeless, or on probation at the time of a school transfer. To be considered a youth in foster care for purposes of AB 167/216 graduation, the youth must be subject to Welfare and Institutions Code (WIC) Sections 300 or 309 petition, regardless of where they live. To be considered a probation youth for purposes of AB 167/216 and AB 1806 graduation, the youth must be subject to a petition under WIC Section 602, regardless of where they live. A youth is considered a WIC 602 youth as soon as he or she is charged with a crime in delinquency court; he or she does not need to be found guilty or placed on probation.

B. Provisions

1. Foster, homeless or probation youth who transfer between schools any time after the completion of their 2nd year of high school are exempt from all coursework and other requirements adopted by the school district that are in addition to California coursework requirements for graduation, unless the district determines that the student is reasonably able to complete the local requirements by the end of the student’s 4th year of high school.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

2. If a school determines that a student is reasonably able to complete the school district's graduation requirements within a 5th year of high school:
 - a. The school shall inform the student of his or her option to remain in school for a 5th year to complete the school district's graduation requirements.
 - b. The school shall notify the student and the education rights holder about the effect this will have on his or her ability to gain admission to a postsecondary educational institution.
 - c. The school shall provide information about transfer opportunities available through the California Community Colleges.
 - d. The school shall permit the student to attend a 5th year of high school to complete the district's graduation requirements upon agreement with the student, if the student is 18 years or older, or with the education rights holder if the student is under 18 years of age.
3. The number of credits earned or the length of the student's school enrollment are to be used to determine whether the student is in his or her 3rd or 4th year.
4. Schools must notify the holder of education rights, the youth, and the youth's social worker within 30 days of a transfer of the exemption and whether the student qualifies for the exemption.
5. Foster, homeless and probation youth who meet the eligibility criteria for exemption under AB 167/216 and AB 1806 and complete the state graduation requirements before the end of their 4th year in high school are entitled to remain in attendance at their school. The school shall not require or request that the students graduate before the end of their 4th year of high school.
6. Schools must notify eligible students that any course requirements waived under AB 167/216 and AB 1806 will affect the pupil's ability to gain admission to a postsecondary education institution and shall provide information about transfer opportunities available through the California Community Colleges.
7. Students who meet the eligibility criteria for exemption under AB 167/216 and AB 1806 shall not be required to accept the exemption and are entitled to remain in attendance at their school. Foster, homeless and probation youth may not be denied enrollment in, or the ability to complete courses for which they are otherwise eligible, including courses necessary to attend an institution of higher education.
8. If an eligible student is not exempted from local graduation requirements or has previously declined the exemption, the school shall exempt the student at any time if the student requests an exemption and the student qualifies for the exemption.
9. If an eligible student is exempted from local graduation requirements, a school shall not revoke the exemption.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

10. If an eligible student is exempted from local graduation requirements, the exemption shall continue to apply after the termination of the court's jurisdiction over the student while he or she is enrolled in school or if the student transfers to another school or school district.
11. Neither schools, officials, students, educational rights holders, social workers, nor probation officers may require or request that students in foster care, homeless, or on probation transfer to another school in order to qualify the student for an exemption.

C. CDE Minimum High School Graduation Requirements

The minimum graduation requirements for eligible students in foster care, homeless students or students on probation as required by the CDE are the following number of courses in the subjects specified, each course having a duration of one year, unless otherwise specified:

1. Three courses in social studies, including United States history and geography; world history, culture, and geography; a one-semester course in American government and civics; and a one-semester course in Economics.
2. Three courses in English.
3. Two courses in mathematics. Algebra 1, or an advanced Algebra course, must be completed in Grades 6-12.
4. Two courses in science, including biological and physical sciences.
5. One course in visual and performing arts, or LOTE, or Career and Technical Education (CTE).
6. Two courses in physical education, unless the pupil has been exempted pursuant to the provisions of this code. Refer to Bul-2457.1, *Physical Education Exemptions* for guidelines.

Students must complete the CDE requirements with a grade of "D" or better. In many cases, completion of an "a-g" course will also satisfy the CDE requirement.

If the principal, or designee, and the counselor determine that a foster, homeless or probation student has met the requirements listed in AB 167/216 and AB 1806 and will graduate and receive a diploma meeting the minimum CDE requirements, this information should be noted in the cumulative record and MiSiS. Refer to BUL-6718.0, *Educational Rights and Guidelines for Youth in Foster Care, Experiencing Homelessness and/or Involved in the Juvenile Justice System*.

XIII. INTERNATIONAL BACCALAUREATE PROGRAMS

International Baccalaureate (IB) courses meet district and CDE graduation requirements, and specific "a-g" requirements for UC/CSU eligibility. For



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

example, courses 108015/6, IB BIO SL A/B, meet the district and CDE requirements for biological science, and the UC/CSU requirement for laboratory science. For specific application of IB courses to district and CDE graduation requirements, or to college eligibility requirements, contact your Local District Counseling Coordinator, or the Advanced Learning Options office in the Division of Instruction: <http://achieve.lausd.net/Page/1150>.

XIV. FORMAL COMPLAINT RESOLUTION

The District's Uniform Complaint Procedures (UCP) may be used to report noncompliance with applicable state and federal laws and regulations and/or to appeal District decisions regarding such complaints. UCP brochures and complaint forms are available at all school sites and on the District's website at <http://achieve.lausd.net/Page/3655> in the primary languages of the school community. Complainants are encouraged, where possible, to try to resolve their complaints directly at the school or work site or with their Local District. A UCP complaint must be filed by way of the Uniform Complaint Procedures as written in Title 5 of the California Code of Regulations §§4600-4687. For more information regarding filing a complaint under the District's Uniform Complaint Procedures, contact the District's Educational Equity Compliance Office at (213) 241-7682.

AUTHORITY: This is a Los Angeles Unified School District policy that is in alignment with the California Education code and the "a-g" requirements of the California State University.

RELATED RESOURCES: BUL-1757.2, *Equivalent Academic Courses in Adult Education for Senior High School Diploma Credit*
BUL-2457.1, *Physical Education Exemptions*
BUL-2513.1, *Enrolling Students in "A-G" Required Courses*
BUL-2528.1, *Physical Education Programs - Grades K-12*
BUL-2533.1, *Procedures for Granting Credit and Achievement Marks in Foreign Language*
BUL-2537.6, *Individualized Graduation Plan (IGP) for all Secondary Students*
BUL-4723.3, *Procedures for Administering the Spanish Equivalency Examination and Guidelines for Placement*
BUL-6257.1, *High School "A-G" Requirements and Students with Disabilities*
MEM-6458.1, *Middle and High School Mathematics Placement and Pathways*
REF-911.2, *Career Pathway Graduation Requirement*
REF-1963.1, *Graduation Year Guidelines to Determine Requirements for the Diploma and for SIS Records*
REF-3605.0, *Service Learning Graduation Requirement and SIS Data Entry*
REF-5670.2, *Online Programs for Secondary Schools*



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

REF-5679.0, *Procedure for Notifying Students in Foster Care of the Exemption to Graduation Requirements (AB 167)*

REF-5982.1, *Algebra 1 Waiver Procedures for Students with Disabilities*

REF-6056.3, *Issuance of Diplomas of Certificates of Completion for All Eligible Grade 12 Students with Disabilities*

REF-6082.0, *Student Physical Education Exemption Letter*

NCAA: <http://www.ncaapublications.com/productdownloads/CBSA16.pdf>

ASSISTANCE: For additional information, contact your Local District Counseling Coordinator at the following Local Districts:

- Local District Central (213) 241-0100
- Local District East (323) 224-3100
- Local District Northeast (818) 252-5400
- Local District Northwest (818) 654-3600
- Local District South (310) 354-3400
- Local District West (310) 914-2100

or the Office of Academic and Counseling Services at (213) 241-7510.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT A

Comparison Chart of LAUSD High School Graduation Requirements and CSU, UC, Private and Community Colleges						
Subject	LAUSD HIGH SCHOOL GRADUATION (Grade of “D” or better is required)	CALIFORNIA STATE UNIVERSITY (Grade of “C” or better is required)	UNIVERSITY OF CALIFORNIA (Grade of “C” or better is required)	PRIVATE COLLEGES (Grade of “C” or better is required)	COMMUNITY COLLEGES	
Subject Requirements and Non-Course Requirements	“A” Social Sciences	3 years: World History AB US History AB Principles Am Democracy Economics	2 years: 1 year – World Hist., Geog. Culture from “A” or “G” 1 year – US Hist. or ½ US Hist. and ½ Prin. Am Dem	2 years: 1 year – World History, Geog. Culture from “A” 1 year – US Hist. or ½ US Hist. and ½ Prin. Am Dem	2-3 years: World History US History Prin. Am Dem	No Subject Requirements
	“B” English	4 years English 9AB English 10AB Am Lit/Cont. Comp ERWC AB or Expo Comp/English Elective	4 years	4 years	4 years	Must be 18 years of age, a high school graduate OR Possess a high school proficiency test certificate
	“C” Mathematics	3 years Algebra 1 Geometry AB Algebra 2AB (In addition to middle school math, students must enroll in math in Grades 9-11)	3 years Algebra 1 Geometry AB Algebra 2AB <i>Validation rules apply*</i>	3 years Algebra 1 Geometry AB Algebra 2AB <i>Validation rules apply*</i> <i>Geometry AB must be attempted to use an ADV Level math course to validate the entire math requirement</i>	3-4 years College Preparatory mathematics each school year	
	“D” Science	2 years 1 year – Biological 1 year – Physical	2 years 1 year – Biological from “D” or “G” 1 year – Physical from “D” or “G”	2 years 2 out of the 3 categories of Biology, Chemistry and Physics	3-4 years Lab Sciences	
	“E” Language other than English (LOTE)	2 years Same language <i>Validation rules apply*</i>	2 years Same language <i>Validation rules apply*</i>	2 years Same language <i>Validation rules apply*</i>	3-4 years Same language	
	“F” Visual & Performing Arts (VPA)	1 year Same discipline	1 year Same discipline	1 year Same discipline and in sequence	VPA courses may count as electives	Students are also encouraged to enroll in honors, Advanced Placement and other rigorous courses
	“G” College Prep Elective	1 year No introductory courses	1 year No introductory courses	1 year No introductory courses	College preparatory courses in area of interest	
	Physical Education	2 years				
	Health	1 semester				
	Service Learning Project	Verified and recorded in MiSiS				
	Career Pathway Selection	Verified and recorded in MiSiS				
	Total Credits	210				
	Additional requirements		Min GPA: 2.0 SAT or ACT EPT/MPT	Min GPA: 3.0 SAT or ACT SAT Subject Tests	Min GPA: varies SAT or ACT SAT Subject Tests	
<i>*Validation applies only with marks of “C” or better</i>						



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT B

DEMONSTRATING LANGUAGE PROFICIENCY IN A LANGUAGE OTHER THAN ENGLISH (LOTE) THROUGH EXAMINATION

Students may demonstrate proficiency and meet the LOTE requirement through one of the following exams:

- AP exam in a language other than English passed prior to the end of Grade 12 (including middle school, if applicable), regardless of whether the student was enrolled in an AP world language course.
- IB exam in a language other than English passed prior to the end of Grade 12 (including middle school, if applicable).
- LAUSD Spanish Equivalency Examination. Go to <http://achieve.lausd.net//Domain/296#spn-content>.
- Proficiency exam administered by an accredited college. Note that not all universities provide examinations to high school students.
- SAT Subject Test in a language other than English or SAT Subject Test in a language other than English with Listening passed prior to the end of Grade 12.
- School-developed examination – a student may demonstrate proficiency in a LOTE by taking an oral and written examination given by the world languages department of an LAUSD school that offers UC-approved "E" (LOTE) courses in the LOTE being assessed.

Note: Although students may meet the LOTE requirement per validation rules through the examination options listed above, exams do not yield LAUSD credit. Refer to BUL 2533.1 *Procedures for Granting Credit and Achievement Marks in World Languages* for more information on meeting the LOTE requirement through examination and on how to enter passing tests scores in MiSiS.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT C

Permission for Early Dismissal

Dear Parent/Guardian

Your child is requesting **permission to leave campus early**. We are legally responsible to inform you of the pending request.

Only 11th and 12th grade students may request early dismissal if they meet ALL of the following:

- fulfilled their grade level graduation requirements
- in good standing
- enrolled in an approved college course or enrolled in a work experience education program (*Student employment alone does not constitute enrollment in a work experience program*).
- A student with an IEP, who has been granted approval by their counselor or IEP team to participate in courses or programs at an Adult Education Site or LAUSD Career/Transition Center or to participate in an LAUSD approved work experience program or transition related program, may attend high school for a minimum of 180 minutes per day. Adult education, including courses taken at Occupational Centers and Skill Centers may be counted as instructional time for students with an IEP. Instructional minutes can be combined across sites and include transportation between District approved sites.

If your child attends an off-site class **with your approval**, he/she must meet the following requirements:

- Obtain counselor's approval and signature prior to enrollment; otherwise, credit may not be granted.
- Forward verification of enrollment within ten (10) school days to their counselor
- Forward transcript of final grade(s) to their counselor upon completion of the class

All students must

- Obtain parent's approval/signature
- Show appropriate validation of early leave (e.g. sticker affixed to the back of the student's photo ID) upon request by any school or law enforcement official.

Return completed form and a copy of your student schedule **with** photo ID in person to [*principal or designee*] in the
[office name] Office

.....Cut Along Dotted Line; Return Bottom Half

ID# _____

I authorize [name of school] to release my son/daughter early from the school site and assign him/her to a "Home" period in order to attend a college course or work experience program. I understand that I am taking full responsibility for him/her upon leaving the school campus and absolve the school of any responsibility.

Student (Print name) _____ Grade _____ Semester/Quarter: _____

For (Circle Reason) Work Experience Course _____ College Class _____

Period(s) Released: _____

Telephone No. _____ Emergency Phone No. _____

Parent Name (Print) _____ Parent Signature _____

For Office Use:

It has been determined and agreed by the school staff signatures below that the student above will benefit from the class assignment of "Home" in order to attend a college course or work experience program. This will also be documented in the Counseling Communication field in MiSiS.

Counselor _____ Administrator _____

Home room/ advisory room _____

Sticker # (if applicable) _____ Date _____



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT D

Permission to Enroll in Service Class or Other Similar Class

Dear Parent/Guardian,

Your child is requesting **permission to enroll in a Service class**. We are legally responsible to inform you of the pending request. **Only 8th and 12th grade students may enroll in Service classes as outlined in Reference Guide 5886.1 if they meet ALL of the following:**

- fulfilled their grade level graduation requirements
- in good standing

All students must

- Obtain parent's or guardian's approval/signature
- Obtain counselor and administrator approval/signature

Return completed form and a copy of the student's schedule **with** photo ID in person to [*principal or designee*] in the [*office name*] Office

.....**Cut Along Dotted Line; Return Bottom Half**.....

ID# _____

__I authorize [name of school] to enroll my son/daughter in a Service class (or other similar class with no curricular assignments).

Student Name (Print)	_____	Grade	_____	Semester/Quarter	_____
Student Signature	_____				
Service Class Title	_____	Room/Period/Teacher:	_____		
Parent Name (Print)	_____	Signature	_____	Date	_____

For Office Use:

It has been determined and agreed by the school staff signatures below that the student above will benefit from this type of class assignment. This will also be documented in the Counseling Communication field in MiSiS.

Counselor	_____	Date	_____
Administrator	_____	Date	_____



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT E

Permission to Enroll in a Repeated Class

Dear Parent/Guardian,

Your child is requesting **permission to enroll in a class that has been previously passed with a grade of “C” or better.** We are legally responsible to inform you of the pending request. **Students may enroll in repeated classes if they meet ALL of the following:**

- fulfilled their grade level graduation requirements
- in good standing

All students must

- Obtain parent’s approval/signature
- Obtain counselor and administrator approval/signature

Student will not be granted credit for the repeated class.

Return completed form and a copy of student’s schedule **with** photo ID in person to [principal or designee] in the [office name] Office

.....Cut Along Dotted Line; Return Bottom Half

ID#

__I authorize [name of school] to enroll my son/daughter in a class that has been passed with a grade of C or better and will be repeated for the purpose of improving a lower grade. I acknowledge that this repeated class will not grant any credit to the student’s total credits.

Student Name (Print) _____ Grade _____ Semester/Quarter _____

Student Signature _____

Repeating Class _____ Room/Period/Teacher: _____

Parent Name (Print) _____ Signature _____ Date _____

For Office Use:

It has been determined and agreed by the school staff signatures below that the student above will benefit from the repeated class assignment. This will also be documented in the Counseling Communication field in MiSiS.

Counselor _____ Date _____

Administrator _____ Date _____



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT F

Model of High School Schedule to Meet Graduation Requirements for the Graduating Classes of 2016-2019

SUBJECT	GRADE 9	GRADE 10	GRADE 11	GRADE 12
History/ Social Science		World History and Geography: Modern World AB or AP World History AB (<i>"A" Requirement</i>)	US History AB or AP US History AB (<i>"A" Requirement</i>)	Principles of American Democracy or AP Government & Politics (<i>"A" Requirement</i>) Economics or AP Economics (<i>"G" Requirement</i>)
English	English 9 AB (<i>"B" Requirement</i>)	English 10 AB (<i>"B" Requirement</i>)	American Literature & Contemporary Composition or AP English Language & Composition AB (<i>"B" Requirement</i>)	One semester Expository Composition or Advanced Composition and one semester approved literature course or Expository Reading & Writing AB or AP English Literature & Composition AB or AP English Language & Composition AB (<i>"B" Requirement</i>)
Mathematics	CC Algebra 1 AB or CC Geometry AB or CC Algebra 2 AB (<i>"C" Requirement</i>)	CC Geometry AB or CC Algebra 2 AB or PreCalculus (<i>"C" Requirement</i>)	CC Algebra 2 AB or PreCalculus or Statistics AB (If CC Geometry and CC Algebra 2 have been taken and passed) AP Calculus AB or BC AP Statistics AB (<i>"C" Requirement</i>)	PreCalculus AB AP Calculus AB or BC or AP Statistics AB (<i>"C" Requirement</i>)
Science	Integrated/Coordinated Science 1AB (<i>"G" Requirement</i>) or Biology AB (<i>"D" Requirement</i>)	Biology AB or AP Biology AB Chemistry AB or AP Chemistry AB or Integrated/Coordinated Science 2AB (<i>"D" Requirement</i>)	Chemistry AB or AP Chemistry AB Physics AB or AP Physics AB or Integrated/Coordinated Science 3AB (<i>"D" Requirement</i>)	AP Biology AB or Chemistry AB or AP Chemistry AB Physics AB or AP Physics AB or AP Physics BC or Integrated/Coordinated Science 3AB (<i>"D" Requirement</i>)



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT F

Model of High School Schedule to Meet Graduation Requirements for the Graduating Classes of 2016-2019 (Continued)

SUBJECT	GRADE 9	GRADE 10	GRADE 11	GRADE 12
Language other than English	World Language courses (minimum 2 years, level 1 - AP) (<i>"E" Requirement</i>)	←	→	
Visual and Performing Arts	Visual and Performing Arts courses (minimum 1 year, AP available) (<i>"F" Requirement</i>)	←	→	
Physical Education	Advanced Physical Education 1AB (<i>LAUSD Requirement</i>)	Advanced Physical Education 2AB (<i>LAUSD Requirement</i>)	If <i>Fitnessgram</i> is not passed, student must enroll in a Physical Education course (<i>LAUSD Requirement</i>)	If <i>Fitnessgram</i> is not passed, student must enroll in a Physical Education course (<i>LAUSD Requirement</i>)
		If <i>Fitnessgram</i> is passed, Advanced Physical Education 2AB can be taken in Grades 10, 11 or 12	←	→
Health	Health (<i>LAUSD Requirement</i>) Requirement may be met using one of the approved options.	←	→	
Additional Requirement	Service Learning completed Career Pathway identified	←	→	
Additional Requirement	Service Learning completed Career Pathway identified	←	→	



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT G

Scheduling CIF-sanctioned athletics courses

Season	Sport	Fall Semester Course		Spring Semester Course	
		Course #	Course Title	Course #	Course Title
Fall	Cross Country	330911	CROSS C, FR/SO	330205	ADV COND
Fall	Cross Country	330910	CROSS C, JV	330205	ADV COND
Fall	Cross Country	330909	CROSS C, VAR	330205	ADV COND
Fall	Football	330914	FOOTBALL FR/SO	330205	ADV COND
Fall	Football	330913	FOOTBALL, VAR	330205	ADV COND
Fall	Golf	330917	GOLF, VAR GIRL	330205	ADV COND
Fall	Tennis	330933	TENNIS, V GIRL	330205	ADV COND
Fall	Volleyball	330945	VLLYBL FR/SO G	330205	ADV COND
Fall	Volleyball	330944	VLLYBL JV GIRL	330205	ADV COND
Fall	Volleyball	330943	VLLYBL, V GIRL	330205	ADV COND
Fall	Waterpolo	331007	WATERPOLO V BO	330205	ADV COND
Winter	Basketball	331001	BSKTBL F/S BYS	331001	BSKTBL F/S BYS
Winter	Basketball	331003	BSKTBL F/S GRL	331003	BSKTBL F/S GRL
Winter	Basketball	330906	BSKTBL, JV BOY	330906	BSKTBL, JV BOY
Winter	Basketball	330908	BSKTBL, JV GRL	330908	BSKTBL, JV GRL
Winter	Basketball	330905	BSKTBL, V, BOY	330905	BSKTBL, V, BOY
Winter	Basketball	330907	BSKTBL, V, GRL	330907	BSKTBL, V, GRL
Winter	Soccer	330924	SOCCER, JV BOY	330924	SOCCER, JV BOY
Winter	Soccer	330926	SOCCER, JV GRL	330926	SOCCER, JV GRL
Winter	Soccer	330923	SOCCER, V BOYS	330923	SOCCER, V BOYS
Winter	Soccer	330925	SOCCER, V GIRL	330925	SOCCER, V GIRL
Winter	Waterpolo	331009	WATERPOLO V GI	331009	WATERPOLO V GI
Winter	Wrestling	330949	WRESTLING V GI	330949	WRESTLING V GI
Winter	Wrestling	330948	WRESTLING, JV	330948	WRESTLING, JV
Winter	Wrestling	330947	WRESTLING, VAR	330947	WRESTLING, VAR
Spring	Baseball	330205	ADV COND	330904	BASEBALL, JV
Spring	Baseball	330205	ADV COND	330903	BASEBALL, VAR
Spring	Golf	330205	ADV COND	330915	GOLF, VAR BOYS
Spring	Gymnastics	330205	ADV COND	330919	GYMNSTCS, BOYS
Spring	Gymnastics	330205	ADV COND	330921	GYMNSTCS, GIRL
Spring	Lacrosse	330205	ADV COND	331013	LACROSS V BOYS
Spring	Lacrosse	330205	ADV COND	331015	LACROSS V GIRL
Spring	Softball	330205	ADV COND	330928	SOFTBALL, JV
Spring	Softball	330205	ADV COND	330927	SOFTBALL, VAR
Spring	Swimming	330205	ADV COND	330930	SWIMMING FR/SO
Spring	Swimming	330205	ADV COND	330929	SWIMMING, VAR
Spring	Tennis	330205	ADV COND	330931	TENNIS, V BOYS
Spring	Track and Field	330205	ADV COND	330935	TRK & FLD, VAR
Spring	Track and Field	330205	ADV COND	330937	TRK/FLD, FR/SO
Spring	Volleyball	330205	ADV COND	330940	VLLYBL JV BOYS
Spring	Volleyball	330205	ADV COND	330939	VLLYBL, V BOYS



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: 2018 Graduation Caps, Tassels and Gowns

NUMBER: REF-6484.3

ISSUER: Frances Gipson, Ph.D., Chief Academic Officer
Division of Instruction

Jesus Angulo, Director
Academic and Counseling Services

DATE: December 7, 2017

PURPOSE: This Reference Guide outlines policies and procedures for schools to order. District provided “rental” graduation caps, tassels and gowns. It also lists procedures for students to purchase caps, tassels and gowns as “keepsakes.” The procedures contained in this reference guide only apply to schools for the 2017-2018 school year.

MAJOR CHANGES: This Reference Guide replaces 6484.2, *2017 Graduation Caps, Tassels and Gowns*, dated January 11, 2017. The use of caps and gowns is reserved specifically for 12th graders.

GUIDELINES Pursuant to Ed Code Sections 49010 and 49011, schools cannot require students to purchase or rent a cap, tassel and gown as a condition for participation in the graduation ceremony. The District will provide, “rental” caps, tassels and gowns, free of charge to high school graduating seniors from the approved vendor for use during the graduation ceremonies. Parents have been given the option of purchasing a cap, tassel and gown for their student as a keepsake or receiving a District issued “rental.” The “rental” caps, tassels and gowns will be of the same quality and color as those made available to families to purchase as a keepsake.

The vendor number for Herff Jones is 1000004801 and the contract number is 4400003684.

I. PROCEDURES FOR OBTAINING THE NUMBER OF CAPS, TASSELS AND GOWNS AT EACH SCHOOL SITE

The Division of Instruction will provide the Local District Herff Jones representatives with the numbers of seniors at each high school based on class of enrollment on norm day. These preliminary numbers will be used to determine the number of potential caps, tassels and gowns needed throughout the District.

II. ORDERING CAPS AND GOWNS FOR PARTICIPATING FACULTY

The contracted vendor will provide one free rental faculty cap, tassel and gown per 20 students. All faculty caps, tassels and gowns must be included on the same purchase order with the students. The faculty list with name, height and weight

ROUTING
All Employees
All Locations



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

must be attached to the shopping cart. See Attachment “D” for Measurement Form.

- Use Material Number 2016722525 for free faculty rentals.
- Use Material Number 2016722520 for additional faculty rentals.

III. GENERAL CAP AND GOWN PROCEDURES FY 2017-2018

- Create shopping cart via SAP and approve by March 23, 2018.
- The number of caps, tassels and gowns ordered must include all seniors and potential summer graduates and faculty. It is suggested to order 10% extra for new incoming or transfer students. See Attachment “D” for Measurement Form.
- Packages offered by the contracted vendor or any other vendors will NOT include the cap and gown nor be offered online for purchase.
- School site personnel will determine the number of caps, tassels and gowns for purchase vs. District-issued “rentals” via school survey.
- See Attachment “C” for each school’s Herff Jones representative’s name and contact information.
- Each school will receive color swatches from the Herff Jones representative to assist with selecting the color(s) of available caps, tassels and gowns.
- The contracted vendor will schedule visits to all school sites with graduating seniors for student fittings and provide a copy of the student information to the school.
- The school site will create a list with name, height, and weight of each student and faculty member participating in the graduation to be attached to the shopping cart.
- Vendor must receive a purchase order to process and deliver the order.
- The deadline for a shopping cart/purchase order to the Herff Jones representative via SAP is March 23, 2018.
- Orders processed after March 23, 2018 may be subject to expedited shipping and handling fees and require a signature from a site administrator to accept the responsibility of the additional charges.
- The school site designee will create a shopping cart into SAP using the budget line established and administered by Budget Services (see VII. Funding Information). The school site designee will use the “material numbers” on Attachment “A.”
 - Change the delivery date to ten (10) days prior to graduation date on the shopping cart.
 - Add “Note to Supplier” with the cap and gown color, tassel color(s) and graduation date.
 - Attach student and faculty list with name, height and weight.
 - Include contact information for school site.
- For additional caps, tassels and gowns, the school site will create a new



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

shopping cart. The school site will email their request to their Herff Jones representative and their Local District Buyer with the addition(s)/change(s) and shopping cart number. DO NOT MODIFY AN EXISTING PURCHASE ORDER.

- The school will inventory the order to ensure accuracy and resolve any discrepancies with Herff Jones representatives.
- Return forms and instructions are included with the order when delivered to the school. Complete the return forms before contacting the transportation company for the pick-up. See Attachment “E” if the return instructions and forms are missing.
- The school site will use pre-established procedures to distribute purchased and “rental” caps, tassels, and gowns to students.
- The school will process a “Goods Receipt” to acknowledge receipt of the caps, tassels, and gowns.

To Purchase as a “Keepsake”:

- The purchase price of a keepsake cap, tassel and gown is the same as the contract price for a District rental.
- Designated school site personnel will collect keepsake funds.
- Herff Jones is NOT to collect funds.
- Financial Managers will generate a check for all purchased caps, tassels, and gowns at the end of the school year. The check will be mailed to Cash Receipts (LAUSD) for credit to the Caps and Gowns Account.

To Receive a District-Issued “Rental”:

- Parents/ students will sign a “Cap and Gown Rental Agreement” issued by the school site (See Attachment B).
- A “rental” cap, tassel and gown will be issued to the student according to established school procedures.
- The “Cap and Gown Rental Agreement” must include terms and conditions for acceptable use of the cap and gown. Specific language will notify parents that if a cap and gown is returned in poor condition, the parent will be responsible for the full cost of both the cap and gown. There are no waivers or exemptions of the required fees for damaged gowns for any student. Failure to return the rental gown or pay the necessary fees may prevent a student from receiving his/her transcript/diploma (see BUL-5509.1, *Restitution Procedures for the Loss or Damage of School Property for Students*, dated December 17, 2014).

IV. TIMELINE FOR THE ORDERING OF CAPS AND GOWNS

All cap and gown orders for students and faculty must be placed no later than March 23, 2018. All orders must include the material description (matte or satin),



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

cap and gown color, tassel color(s), graduation date, delivery date with the student/faculty list.

Orders processed after March 23, 2018 may be subject to expedited shipping and handling fees and a signature from a site administrator is required to accept the responsibility for the additional charges.

V. ELEMENTARY AND MIDDLE SCHOOL CAP AND GOWN POLICY

The use of graduation-like exercises and dress (caps, tassels, and gowns) is reserved specifically for 12th graders. Elementary and middle schools shall not purchase or rent caps and gowns for participation in culmination ceremonies. The District will only provide cap and gown rentals for graduating high school seniors (see REF-1303.2, “*Commencement Guidelines*”, dated October 11, 2017).

VI. CAPS, TASSELS AND GOWNS FOR SUMMER SCHOOL GRADUATES

Caps, tassels and gowns not accounted for during the “June” graduation ceremonies should be stored and made available for use by summer graduates. No additional count will be required as cap and gown orders placed were inclusive of candidates for graduation in the Class of 2018. In the event that additional caps and gowns are needed for summer graduates, the school site personnel will create a new shopping cart order and a list of student names, heights, and weights must be attached to the shopping cart and submitted by June 15, 2018.

VII. FUNDING INFORMATION

Enter the Cap and Gown funding line as follows:

Fund: 010-0000
Functional Area: 0000-2700-10418
G/L Account: 430001
Cost Center: Use school’s cost center

Please note that ASB (student body) funds cannot be used for caps and gowns.

VIII. PRICING INFORMATION

Please note – the District is ONLY covering the rental of cap, gown and tassel. All other items if purchased or rented will be paid with school funds. Prices do not include sales tax.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

Purchased Item Cost:

Item	Cost per item
Cap, Gown and Tassel	\$9.94
Honor Cords	\$2.74
Stole/Sash (plain)	\$4.54
Medallion	\$3.94

Rental Item Cost:

Item	Cost per item
Cap, Gown and Tassel (only the gown is to be returned to the vendor)	\$9.94
Stole/Sash (plain)	\$2.94
Additional Staff Cap & Gown	\$7.94
Staff Hood	\$6.94

IX. GUIDELINES FOR THE RETURN OF GOWNS

- Each school site will establish a process for gown returns.
- The caps and tassels should not be returned by the students.
- The rental gowns must be returned to the school within one week after the graduation ceremony in good condition.
- Count and return all unopened/unused caps, tassels and gowns in its original packaging for full credit, unless held for summer graduation.
- Complete the *Unused Merchandise Record of Return & Request for Credit* form, and call carrier for pick-up (Attachment E).
- All rentals and unused/unopened tassels, caps, and gowns are to be returned by June 22, 2018.

AUTHORITY: Education Code Sections 49010, 49011

RELATED RESOURCES: REF-1303.2, *Commencement Guidelines*, dated November 7, 2017.
BUL-5509.2, *Restitution Procedures for the Loss or Damage of School Property for Students*, dated March 7, 2017.

ASSISTANCE: For assistance or further information, please contact Jesus Angulo, Director, Academic and Counseling Services, Division of Instruction, at 213-241-7510 or jangulo@lausd.net.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

Procurement Contracts Administration - Local District Buyer

Local District	Buyer Name	Phone	E-mail
Northeast	Lauren Pitpit	818-252-5468	lauren.pitpit@lausd.net
Northwest	Jina Jung	818-654-3719	jina.jung@lausd.net
South	Oscar Montes	310-354-3558	oscar.montes@lausd.net
East	Mario Fuller	323-224-3179	mario.fuller@lausd.net
West	Michelle Conerly	310-914-2172	michelle.conerly@lausd.net
Central	Zachary Watson	213-241-0188	zachary.watson@lausd.net



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT A

RENTAL CAPS & GOWNS - DISTRICT FUNDED			
Herff Jones Vendor #1000004801		Contract #4400003684	
Material Number	Description - MATTE	Material Number	Description - SATIN
2016711500	Misc. Cap and Gown Matte Various	2016722500	Misc. Cap and Gown Satin Various
2016722520	Faculty Cap, Gown, Hood and Tassel	2016722525	FREE Faculty Cap, Gown, Hood and Tassel
SCHOOL SITE PURCHASE NON - DISTRICT FUNDED *			
		* Use School Site Funds	
Material Number	Description		
2016700500	Honor Cord - Specify color		
2016700504	Stole - Specify color		
2016700511	Faculty Hood - Specify colors and degree		
2016700522	Medallion - Specify honor		



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT B

SCHOOL LETTERHEAD Cap and Gown Rental Agreement

Dear Parent,

LAUSD does not require students/parents to purchase caps and gowns as a condition for participation in the graduation ceremony as the graduation ceremony is considered to be an instructional activity. The District will provide, “rental” caps and gowns, *free* of charge to high school graduating seniors for use during the graduation ceremonies. You have been given the option of purchasing a cap and gown as a keepsake or receiving a District issued “rental.” The “rental” caps and gowns will be of the same quality and color as those made available to families to purchase as a keepsake. This cap and gown agreement will outline the guidelines and procedures for obtaining a District issued “rental” cap and gown.

Rental Period: The rental period for the cap and gown will begin on ____ and will end on ____.

Reimbursement Procedures: If cap and gown fees were included in the senior packages, those funds will be reimbursed for seniors/senior parents who desire to receive a district issued “rental” cap and gown for use during the graduation ceremony. The Senior Financial Manager at the school site will oversee all cap and gown reimbursements.

Cap and Gown Returns: The rental gowns must be returned to the school on or before the date indicated above in “good” condition (see below). The process for the issuance and return of the caps and gowns will be communicated to the seniors. The caps and tassels do not have to be returned by the students. There will be penalties for seniors who fail to return their gown by the return date indicated on this rental agreement.

Acceptable Use Policy: All gowns rented for use during the graduation ceremony must be returned in “good” condition. California Education Code section 48904 states that the parent or guardian of a minor is liable to a school district for all property loaned to a student that is damaged or not returned as agreed. In addition, the school district is authorized to withhold grades, diploma, and transcripts of a student until the student or the parent/guardian pays for the loss or damage of school property (cap and gown). The school district will seek restitution when school property has been damaged or lost. Damage to the graduation gown may include but is not limited to a gown that has been cut, snagged, discolored or stained. If a graduation gown is returned in poor condition the student and/or parent will be responsible to submit payment in full to the Senior Financial Manager at the school site. There are no waivers or exemptions of the required fees for damaged gowns for any student. Per LAUSD District Policy, failure to return the rental gown or pay the necessary fees may prevent a student from receiving his/her transcript/diploma.

I have read, understand, and agree to adhere to the terms of the Cap and Gown Agreement for use of a “rental” cap and gown for the graduation ceremony. Sign and return the tear-off to _____.

Student Name (Printed)

Student Signature

Date

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ANEXO B

MEMBRETE DE LA ESCUELA Acuerdo para el alquiler de birretes y togas

Estimados padres,

LAUSD ya no requerirá a los estudiantes / los padres que compren birretes y togas como una de las condiciones para participar en la ceremonia de graduación ya que la ceremonia de graduación se considera una actividad de instrucción. El Distrito proveerá en "alquiler" las togas y los birretes, ***de forma gratuita*** a los estudiantes que se gradúan de la escuela preparatoria para que los usen en las ceremonias de graduación. Se les ofrece la opción de comprar la toga y el birrete como recuerdo, o de recibir en "alquiler" uno del Distrito. Las togas y los birretes de "alquiler" serán de la misma calidad y color que los puestos a disposición de las familias para que los compren como recuerdo. Este acuerdo para alquiler de toga y birrete esbozará las pautas y los procedimientos para "alquilar" del Distrito una toga y un birrete.

Período de alquiler: El período de alquiler de la toga y del birrete comenzará el ____ y concluirá el ____.

Procedimientos de reembolso: Si el costo por la toga y el birrete se incluyeron en los paquetes para los estudiantes del 12º grado, se reembolsarán estos fondos a los estudiantes del 12º grado o sus padres si desearan "alquilar" la toga y el birrete del Distrito para usarlos durante la ceremonia de graduación. El Gerente Financiero Principal de la escuela se encargará de supervisar todos los reembolsos de las togas y los birretes.

Devolución de las togas y los birretes: Las togas de alquiler se deben devolver a la escuela en la fecha indicada anteriormente, o antes, en "buena" condición (ver más abajo). El proceso para la entrega y devolución de las togas y los birretes se comunicará a los estudiantes del 12º grado. Los estudiantes no deberán devolver los birretes y las borlas. Habrán sanciones para los estudiantes del 12º grado que no devuelvan su toga para la fecha de devolución indicada en este contrato de alquiler.

Política de Uso Aceptable: Todas las togas de alquiler para usar durante la ceremonia de graduación se deben devolver en "buena" condición. El artículo 48904 del Código de Educación de California establece que el padre o tutor de un menor se hace responsable ante un distrito escolar por toda propiedad prestada al estudiante que fuera dañada o no fuera regresada según lo acordado. Además, el Distrito escolar está autorizado a retener las calificaciones, el diploma, y la constancia de estudios de un estudiante hasta que el estudiante o el padre / tutor pague la pérdida o daño de la propiedad escolar (toga y birrete). El Distrito escolar puede solicitar restitución si la propiedad escolar fuera dañada o perdida. Los daños a las togas de graduación pueden incluir, sin limitarse a lo siguiente: toga cortada, enganchada, descolorida o manchada. Si se devolviera una toga de graduación en mal estado, el estudiante y / o padre serán responsables por presentar el pago total al Gerente Financiero Principal del plantel escolar. No habrá para ningún estudiante exenciones ni exoneraciones de las tarifas exigidas para las togas dañadas. Por políticas del Distrito LAUSD, la falta de devolución de una toga de alquiler o de pagar las tarifas necesarias podrán evitar que un estudiante reciba su constancia de estudios/ diploma.

He leído, entiendo, y estoy de acuerdo en cumplir los términos del acuerdo de "alquiler" de toga y birrete para la ceremonia de graduación. Firmar y entregar el talón a _____.

_____ Nombre del estudiante (en letra de molde)	_____ Firma del estudiante	_____ Fecha
_____ Nombre de padre, madre o tutor (en letra de molde)	_____ Firma del padre, la madre o el tutor	_____ Fecha



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

SCHOOL LETTERHEAD

Հավելված B

Քառակուսաձև գլխարկի և թիկնոցի վարձույթի պայմանագիր

Հարգելի ծնող,

ԼԱՄՄԵ-ն այլևս չի պահանջում, որ աշակերտները/ծնողները գնեն քառակուսաձև գլխարկներ և թիկնոցներ, որպես պայման ավարտական արարողությանը մասնակցության համար, քանի որ ավարտական արարողությունը համարվում է ուսումնական գործունեություն: Շրջանը կտրամադրի «վարձույթով» գլխարկներ և թիկնոցներ *անվճար* ավագ դպրոցի շրջանավարտներին ավարտական արարողությունների ժամանակ օգտագործելու համար: Ձեզ տրվել են տարբերակներ գնելու քառակուսաձև գլխարկ և թիկնոց որպես հուշանվեր կամ ստանալու այն Շրջանի կողմից «վարձույթով»: «Վարձույթով» գլխարկներ և թիկնոցներ կլինեն նույն որակի և գույնի, ինչպիսիք տրամադրվել էին ընտանիքներին որպես հուշանվեր գնելու համար: Քառակուսաձև գլխարկի և թիկնոցի վարձույթի այս պայմանագիրը ներկայացնում է Շրջանի կողմից «վարձույթով» գլխարկ և թիկնոց ստանալու դրույթները և ընթացակարգը:

Վարձույթի ժամկետները. Քառակուսաձև գլխարկի և թիկնոցի վարձույթի սկիզբը կլինի____, իսկ ավարտը____:

Փոխհատուցման ընթացակարգը. Եթե քառակուսաձև գլխարկի և թիկնոցի վճարները ընդգրկվել են շրջանավարտների փաթեթներում, այդ գումարները կփոխհատուցվեն շրջանավարտներին/շրջանավարտների ծնողներին, ովքեր ցանկանում են ստանալ շրջանի կողմից «վարձույթով» գլխարկ և թիկնոց ավարտական արարողության ժամանակ օգտագործելու համար: Դպրոցի ֆինանսների ավագ մենեջերը կվերահսկի գլխարկների և թիկնոցների հետ կապված ամբողջ փոխհատուցումը:

Քառակուսաձև գլխարկի և թիկնոցի վերադարձը. «Վարձույթով» թիկնոցները պետք է վերադարձվեն դպրոց վերը նշված օրը կամ դրանից առաջ «լավ» վիճակում (տես ստորև): Շրջանավարտներին կհաղորդվի գլխարկների և թիկնոցների տրամադրման և վերադարձի գործընթացի մասին: Աշակերտները կարող են չվերադարձնել գլխարկներ և ծոպերը: Այն շրջանավարտների հանդեպ, ովքեր չեն վերադարձնի իրենց թիկնոցը մինչև վարձույթի պայմանագրի մեջ նշված վերադարձի ամսաթիվը, պատժամիջոցներ են կիրառվելու:

Ընդունելի օգտագործման պայմանները. Բոլոր թիկնոցները, որոնք վարձակալվել են ավարտական արարողության ժամանակ օգտագործելու համար, պետք է վերադարձվեն «լավ» վիճակում: Կալիֆորնիայի Կրթական օրենսգրքի 48904 բաժնում ասված է, որ անչափափափ ծնողը կամ խնամակալը պատասխանատվություն է կրում դպրոցական շրջանի առջև աշակերտի համար վարձակալված ողջ գույքի համար, եթե դա վնասվել է կամ չի վերադարձվել ժամանակին: Բացի այդ, դպրոցական շրջանը լիազորված է չնշանակել գնահատականներ, չհանձնել դիպլոմներ և հավելվածներ աշակերտին մինչև աշակերտը կամ ծնողը/խնամակալը չվճարի դպրոցական գույքի (գլխարկ և թիկնոց) կորստի կամ վնասման համար: Դպրոցական շրջանը պահանջելու է փոխհատուցում, եթե դպրոցական գույքը վնասվել կամ կորել է: Շրջանավարտի թիկնոցը համարվում է վնասված, եթե այն պատռված է, վրան ունի ձգված թելեր, գունաթափված է, կեղտոտված է և այլն: Եթե շրջանավարտի թիկնոցը վերադարձվում է անմխիթար վիճակում, ապա աշակերտը և/կամ ծնողը պատասխանատու կլինեն տալ ամբողջ գումարը դպրոցում Ֆինանսների ավագ մենեջերին: Ոչ մի աշակերտի համար չկա բացառություն կամ ազատում պահանջվող վճարումներից վնասված թիկնոցների համար: Ըստ ԼԱՄՄԵ-ի քաղաքականությանը, աշակերտը կարող է չստանալ իր դիպլոմը/հավելվածը վարձույթով թիկնոցի վերադարձնելու կամ անհրաժեշտ տուգանքի վճարելու ձախողման պատճառով:

Ես կարդացել եմ, հասկացել եմ և համաձայն եմ հետևել Քառակուսաձև գլխարկի և թիկնոցի վարձույթի պայմանագրի դրույթներին ավարտական արարողության ժամանակ «վարձույթով» գլխարկի և թիկնոցի օգտագործելու վերաբերյալ: Մտորագրել և վերադարձնել կտրուկ թերթիկը _____:

Աշակերտի անուն (տպագիր)

Աշակերտի ստորագրություն

ամսաթիվ

Ծնողի/խնամակալի անուն (տպագիր)

Ծնողի/խնամակալի ստորագրություն

ամսաթիվ



附件 B

SCHOOL LETTERHEAD
帽子和長袍租借協定

親愛的家長：

洛杉磯聯合學區（LAUSD）將不再要求學生的家長購買帽子和長袍作為參加畢業典禮的條件，因為考慮到畢業典禮是一項教學活動。學區將會提供“出借”的帽子和長袍，對於畢業典禮上的高中畢業生是免費的。你們可以選擇購買帽子和長袍以留作紀念，或者接受學區的“出借”。

“出借”的帽子和長袍的質量和顏色和家庭作為留念而購買的都相同，這份帽子和長袍協定將會概括地指出一些規定和程序來取得學區所發“出借”的帽子和長袍。

租借時限：帽子和長袍的租借時限將自_____開始至_____結束、

償還程序：如果帽子和長袍的費用包括在畢業生的總費用內，如果畢業生家長願意接受學區“出借”的帽子和長袍來用於畢業典禮，這些費用將會償還給畢業生家長。學校的畢業生財務管理員將會監管所有帽子和長袍費用的償付。

帽子和長袍的歸還：

出借的帽子和長袍必須以良好的狀態在上述指定日期之前歸還給學校（請閱下述）對帽子和長袍的保險和歸還的程序會和畢業生溝通。帽子和長袍並不一定要由學生歸還。對未能在這份租借協定指定日期前歸還他們的帽子和長袍的畢業生將予以罰款。

可以接受的使用規定：所有出借的帽子和長袍必須以“良好”的狀態歸還。加州教育法規第48904款規定對學區借給未成年學生的所有物品一旦有損壞或者未能按照所同意的條款歸還，家長或者監護人都要負責。除此以外，在學生或者家長/監護人對遺失或者損壞學校物品（帽子和長袍）付錢以前，學區得到授權可以扣住該學生的成績，文憑和肄業證書。當學校財物被損壞或者遺失時，學區將會尋求賠償。如果損壞的畢業長袍包括，但是也並不只限于被剪壞了，褪色了或者有了污跡。如果被交還的長袍狀態不好，該學生和/或者家長將要負責以全數將款項交給學校財務主管。對任何學生因損壞長袍而導致的罰款不會有豁免或者減免。根據洛杉磯聯合學區（LAUSD）政策規定，未能交還出借的長袍或者支付所必須的款項可能會導致學生不能得到他/她的肄業證書/文憑。

我已經讀過，明白，並且同意在畢業典禮上使用“出借”的帽子和長袍時會遵守帽子和長袍協定。簽名並將撕下部分交還給_____。

學生姓名 (正楷填寫)

學生簽名

日期

家長/監護人姓名 (正楷填寫)

家長/監護人 簽名

日期



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

첨부서 B

SCHOOL LETTERHEAD 졸업식 모자 및 가운 임대 합의서

친애하는 학부모께,

LAUSD는 학생/부모들에게 졸업식 참여 조건으로 졸업식 모자 및 가운 구입을 더 이상 요구하지 않을 것이며, 이는 졸업 기념식은 교육 활동의 일부로 고려되기 때문입니다. 본 교육구는 고교 졸업생들에게 졸업식 동안 **무료로** “임대용” 캡과 가운을 사용할 수 있도록 제공할 것입니다. 귀하는 기념으로 가지고 있을 용도로 캡과 가운을 구입할 수도 있고 또는 교육구가 제시하는 “임대용” 캡과 가운을 받을 수도 있습니다. “임대” 캡과 가운은 구입할 때 받는 것과 동일한 재질과 색상입니다. 본 졸업식 모자 및 가운 합의서에는 교육구가 제시하는 “임대” 캡과 가운을 받을 때 적용되는 지침사항과 절차가 설명되어 있습니다.

임대 기간: 캡과 가운 임대 기간은 _____부터 시작하며 그리고 _____에 종료될 것입니다.

비용 상환 절차: 만약 캡과 가운 비용이 시니어 패키지에 이미 포함되었다면, 교육구에서 제시하는 “임대” 캡과 모자를 받기를 원하는 12학년생/12 학년생 부모들은 이 비용을 상환받을 것입니다. 해당 학교의 시니어 재정 매니저는 모든 캡과 가운 상환 전체 과정을 처리할 것입니다.

캡과 가운 반환: 임대 가운은 위의 제시된 날짜 내에 “양호”한 상태로 해당학교에 반드시 반환해야 합니다(아래 부분을 참고하십시오). 12학년생들에게 캡과 가운을 수령받고 반환하는 절차를 알려줄 것입니다. 졸업식 모자와 테슬은 반환하지 않아도 됩니다. 이 임대 합의서에 명시된 반환 날짜 내에 가운을 반환하지 않은 12학년생들은 처벌이 있을 것입니다.

허용 가능한 사용 방침: 졸업식 동안 사용된 모든 임대 가운은 반드시 “양호한” 상태로 반환해야 합니다. 캘리포니아 교육법 제48904 항에 의하면, 미성년자의 부모 또는 보호자들은 합의한 사항에 따라, 학생에게 대여해 준 모든 물건의 파손 또는 반환하지 못한 것에 대한 손해 배상의 책임이 있습니다. 더불어, 교육구는 해당 학생 또는 부모/보호자가 학교 물건 (캡과 가운) 손실 또는 파손에 대해 배상할 때까지 해당 학생의 성적, 졸업장, 성적표를 보류할 권한이 있습니다. 교육구는 학교 재산이 파손 또는 손실되었을 경우, 배상을 추구할 것입니다. 가운을 절취하거나 어디 걸려서 찢어진 경우 또는 탈색이나 자국을 낸 경우에도 졸업식용 가운을 파손하는 것입니다. 만약 졸업식용 가운을 부실한 상태로 반환한다면, 해당 학생 그리고/또는 부모는 해당 학교의 시니어 재정 매니저에게 전액을 지급해야할 책임이 있습니다. 어떤 학생도 파손된 가운에 대한 배상 비용을 면제받거나 제외되지 않습니다. LAUSD 교육구 방침에 의거하여, 임대 가운을 반환치 않거나 필요한 배상을 지불하지 않을 경우, 교육구는 학생들이 성적표/졸업장 받는 것을 금지시킬 수 있습니다.

본인은 졸업식용 “임대” 캡과 가운 사용에 해당되는 캡과 가운 합의서를 읽었고, 이해했으며 그리고 준수할 것에 동의합니다. 서명한 후, 절취선 부분을 _____로 돌려보내주십시오.

학생 성명 (정자로 기입하십시오)

학생 서명

날짜

부모/보호자 성명(정자로 기입하십시오)

부모/보호자 서명

날짜



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

HERFF JONES REPRESENTATIVES

ATTACHMENT C

Location Code	School Name	Rep Name	Office #	Cell #	Email	Address
8726	Addams HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8507	Aggeler HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7722	Angelou Comm Fn Arts	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8852	Angel's Gate HS	Tim Coffey	818-462-5475	818-416-7242	tcoffey@herffjones.com	12115 Magnolia Rd. #117 North Hollywood, CA 91607
8609	Arleta SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8531	Avalon HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
1941	Banneker Sp Ed Ctr	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7621	Banning CIS B & T	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8529	Banning SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8530	Banning SH CIP Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7632	Banning SH CIS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
9488	Bell AEWC	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
8536	Bell SH	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
7622	Bell SH STEM Mag	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
9464	Belmont CAS AEWC	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8543	Belmont SH	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8210	Belmont SH LA Tch Pr	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
9489	Belvedere LC AEWC	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8696	Bernstein SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7734	Bernstein SH STEM	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8831	Boyle Heights HS	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
7615	Boyle Heights STEM	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8754	Bravo SH Medical Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

8612	Burke HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8571	Canoga Park SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8572	Canoga Park SH EV Mg	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8146	Canoga Park SH Lg Mg	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
2092	Carlson Home	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
1944	Carlson Hospital	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7657	Carson Acad Ed & Emp	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
7656	Carson Acad Med Arts	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8575	Carson SH	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8506	CDS Aggeler	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8670	CDS Alonzo	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7761	CDS Johnson	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8589	CDS Johnston	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8092	CDS London	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8991	CDS Tri-C	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8730	CDS West Hollywood	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8580	Central HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8583	Chatsworth CHS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7715	Chavez LA ARTES Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7717	Chavez LA ASE	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7716	Chavez LA SJ Hum AC	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8901	Chavez LA Tchr Prep	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8688	Cheviot Hills HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8801	City of Angels	Tim Coffey	818-462-5475	818-416-7242	tcoffey@herffjones.com	12115 Magnolia Rd. #117 North Hollywood, CA 91607
8590	Cleveland CHS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8593	Cleveland CHS Hum Mg	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

8207	Contreras LC ALC	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8517	Contreras LC Bus Tr	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8774	Contreras LC Glbl St	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8527	Contreras LC Soc Jus	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8516	Cortines Sch of VAPA	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
9476	Cren-Man Arts AEWC	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8595	Crenshaw Mag BET	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8596	Crenshaw Mag STEMM	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8584	Crenshaw Mag VAPA	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
1987	Ctr Adv Trans Skills	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8738	DBM	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8746	DBM Elctrnc Info Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8600	Dorsey SH	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
8603	Dorsey SH L/G Mag	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
8601	Dorsey SH M/S/T Mag	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
7667	Dymally SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8614	Eagle Rock HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8615	Eagle Rock HS HG Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8578	Eagle Tree Contn HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8788	Earhart HS	Tim Coffey	818-462-5475	818-416-7242	tcoffey@herffjones.com	12115 Magnolia Rd. #117 North Hollywood, CA 91607
8710	Early College Acad	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8607	East Valley SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8770	Einstein HS	Tim Coffey	818-462-5475	818-416-7242	tcoffey@herffjones.com	12115 Magnolia Rd. #117 North Hollywood, CA 91607
9466	ELA Occ Center AEWC	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
9467	ELA Skills Ctr AEWC	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
3548	Elizabeth LC	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

8930	Ellington HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7750	ESP Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8876	Evergreen HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8621	Fairfax SH	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8622	Fairfax SH VA Mag	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8132	Foshay LC	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
9481	Franklin CAS AEWC	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8643	Franklin HS	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8644	Franklin HS M/S/T Mg	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
9494	Fremont CAS AEWC	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8650	Fremont SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8651	Fremont SH M/S/T Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
9463	Friedman CAS AEWC	Tim Coffey	818-462-5475	818-416-7242	tcoffey@herffjones.com	12115 Magnolia Rd. #117 North Hollywood, CA 91607
8142	Fulton College Prep	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8664	Gardena SH	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
8662	Gardena SH FL Mag	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
9478	Garfield CAS AEWC	Tim Coffey	818-462-5475	818-416-7242	tcoffey@herffjones.com	12115 Magnolia Rd. #117 North Hollywood, CA 91607
8679	Garfield SH	Tim Coffey	818-462-5475	818-416-7242	tcoffey@herffjones.com	12115 Magnolia Rd. #117 North Hollywood, CA 91607
8680	Garfield SH CoSci Mg	Tim Coffey	818-462-5475	818-416-7242	tcoffey@herffjones.com	12115 Magnolia Rd. #117 North Hollywood, CA 91607
8683	Grant SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8684	Grant SH Comm Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8816	Grey HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8686	Hamilton SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8687	Hamilton SH Human Mg	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8594	Hamilton SH Music Mg	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
9468	Harbor Oc Cntr AEWC	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

8518	Harbor Tchr Prep Acad	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
8713	Hawkins SH C/DAGS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7665	Hawkins SH CHAS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7666	Hawkins SH RISE	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8645	Highland Park HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
9479	Hollywood CAS AEWC	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8693	Hollywood SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8694	Hollywood SH PA Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8652	Hope HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
9482	Huntingtn Pk CAS AEWC	Tim Coffey	818-462-5475	818-416-7242	tcoffey@herffjones.com	12115 Magnolia Rd. #117 North Hollywood, CA 91607
8700	Huntingtn Pk SH	Tim Coffey	818-462-5475	818-416-7242	tcoffey@herffjones.com	12115 Magnolia Rd. #117 North Hollywood, CA 91607
8559	Independence HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8701	International St LC	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
9480	Jefferson AEWC	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8714	Jefferson SH	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8721	Jordan SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8777	Kahlo HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8725	Kennedy SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8724	Kennedy SH ADDFM Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8727	King-Drew SH Md/S Mg	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
9486	Kiriyama CAS AEWC	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
9465	LA Tech Center AEWC	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8741	LACES Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
1919	Lanternman HS	Tim Coffey	818-462-5475	818-416-7242	tcoffey@herffjones.com	12115 Magnolia Rd. #117 North Hollywood, CA 91607
8745	LAUSD/USC CA/Eng Mag	Tim Coffey	818-462-5475	818-416-7242	tcoffey@herffjones.com	12115 Magnolia Rd. #117 North Hollywood, CA 91607
8921	Legacy SH STEAM	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

7664	Legacy SH VAPA	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
1908	Leichman Sp Ed Ctr	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8638	Lewis HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8729	Lincoln SH	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
7753	Lincoln SH LEMA	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8732	Lincoln SH M/S/T Mag	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8685	London HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8736	Los Angeles SH	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8739	Los Angeles SH Mag	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
1948	Lowman Sp Ed Ctr	Tim Coffey	818-462-5475	818-416-7242	tcoffey@herffjones.com	12115 Magnolia Rd. #117 North Hollywood, CA 91607
8743	Manual Arts SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8744	Manual Arts SH CP Mg	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
1949	Marlton School	Tim Coffey	818-462-5475	818-416-7242	tcoffey@herffjones.com	12115 Magnolia Rd. #117 North Hollywood, CA 91607
8866	Marquez SH HPIAM	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7725	Marquez SH Libra	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7669	Marquez SH Soc Jus	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8750	Marshall SH	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8751	Marshall SH Mag	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8882	Maywood Academy SH	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
1918	McAlister HS CYESIS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
1952	McBride Sp Ed Ctr	Tim Coffey	818-462-5475	818-416-7242	tcoffey@herffjones.com	12115 Magnolia Rd. #117 North Hollywood, CA 91607
8611	Mendez SH	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
8757	Metropolitan HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8760	Middle College HS	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
1910	Miller CTC	Tim Coffey	818-462-5475	818-416-7242	tcoffey@herffjones.com	12115 Magnolia Rd. #117 North Hollywood, CA 91607
8845	Mission HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

8666	Moneta HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8768	Monroe SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8769	Monroe SH L/G Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8767	Monroe SH PA Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7762	Monroe SH POPP	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8677	Monterey HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8916	Mt Lukens HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8779	Narbonne SH	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
8838	Narbonne SH HArts LA	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
8778	Narbonne SH M/S/T Mg	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
7614	Nava College Prep	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8545	Newmark HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8786	No Hollywd SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8785	No Hollywd SH HG Mg	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8787	No Hollywd SH Zoo Mg	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
9470	No Vall Oc Ctr AEWC	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8513	Northridge Acad SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8873	Odyssey HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8853	Orthopaedic Hsp SH Mg	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8573	Owensmouth HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8610	Panorama SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8781	Patton HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8558	Pearl SH Jrnls/Cmm Mg	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
1953	Perez Sp Ed Ctr	Tim Coffey	818-462-5475	818-416-7242	tcoffey@herffjones.com	12115 Magnolia Rd. #117 North Hollywood, CA 91607
8909	Phoenix HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8636	Polytechnic SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

8809	Polytechnic SH Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8731	Pueblo de LA HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8807	Ramona HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8868	Rancho Domingz Prep	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
9436	Reseda CAS AEWC	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8814	Reseda SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8815	Reseda SH E/PS Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8147	Reseda SH L/PS Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8813	Reseda SH PA Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7771	RFK Ambstr Gbl Ldsh	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8501	RFK LA SH Arts	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7783	RFK New Open wld	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8206	RFK Sch Vis Arts/Hum	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7780	RFK UCLA Comm Sch	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
1917	Riley HS CYESIS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7718	Rivera LC Com & Tech	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7719	Rivera LC Grn Design	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7721	Rivera LC Perf Arts	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8867	Rivera LC Pub Srv	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8723	Rodia HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8895	Rogers HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7749	Roosevelt SH	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
7751	Roosevelt SH M/S Mag	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8544	Roybal LC	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8702	San Antonio HS	Tim Coffey	818-462-5475	818-416-7242	tc Coffey@herffjones.com	12115 Magnolia Rd. #117 North Hollywood, CA 91607
8843	San Fernando SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

8844	San Fernando SH Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8850	San Pedro SH	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
8851	San Pedro SH M/S Mag	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
8847	San Pedro SH PA Mag	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
8716	Santee EC	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
8497	Secondary CDS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
1956	Sellery Sp Ed Ctr	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8842	SOCES Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7752	Solis LA	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
7707	Sotomayor LA HADA	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8577	Sotomayor LA LARS	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8881	South East SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8019	South East SH T/M Mg	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8871	South Gate SH	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
8585	Stoney Point HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
	Sun Valley High School	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7646	Sun Valley Mag BSEL	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8093	Sun Valley SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7658	Sylmar Biotech Acad	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8878	Sylmar SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8879	Sylmar SH M/S Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8880	Taft CHS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8883	Thoreau HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8606	Torres ELA PA Mag	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
7773	Torres Eng & Tech	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
7775	Torres Hum/Art/Tech	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

7772	Torres Renaissance	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
7777	Torres Soc Jst Ldshp	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
8886	University SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7754	University SH DM Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8898	Valley Acad Arts/Sci	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7390	Valley Altern Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
9485	Van Nuys CAS AEWC	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8893	Van Nuys SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8892	Van Nuys SH M/S/T Mg	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8891	Van Nuys SH Med Mg	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8894	Van Nuys SH PA Mg	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8907	Venice SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8911	Venice SH FL Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7647	Venice SH STEMM Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
9473	Venice Skills Ct AEWC	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8914	Verdgo Hls SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8913	Verdgo Hls SH M/T Mg	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7648	Verdgo Hls SH VPA Mg	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8602	View Park Contn HS	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
8928	Washington Prep SH	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
8927	Washington SH M/S Mg	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
8926	Washington SH Mus Mg	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
9474	Waters Emp Prep AEWC	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7695	WESM A/A G/HA Mag	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
7696	WESM Env Natrl Sci	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
8943	WESM Hlth/Sports Med	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

8748	West Adams Prep SH	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
9475	West Vall Oc Ctr AEWC	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
9487	Westchester CAS-AEWC	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
8623	Whitman HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
1914	Widney HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
1957	Willenberg Sp Ed Ctr	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8618	Wilson SH	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8619	Wilson SH AL Mag	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8613	Wilson SH PA Mag	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8591	Wooden HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8598	Young HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8948	Yth Opp Unltd Alt HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT D

**MEASUREMENT FORM
UNDERGRADUATE**

8110075445

#110591
09/12

COMPANY COPY

PLEASE PRINT

LAST NAME

CHECK ONE ☐ M ☐ F

FIRST NAME

MI

WEIGHT

HEIGHT WITH SHOES

FEET


INCHES

HOME ROOM

PHONE: _____

NAME SCHOOL: _____

CITY: _____





LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

HERFF JONES CAP & GOWN DIVISION

ATTACHMENT E
An employee owned company

UNUSED MERCHANDISE RECORD OF RETURN & REQUEST FOR CREDIT

Credit cannot be issued on returned merchandise unless returned with this completed form.

Return Date: _____ # of Cartons: _____ Via: _____

Chargeback #: _____ Invoice # _____

Contact: _____ Email _____

Telephone: _____

Notes: _____

Herff Jones Order Number: _____ Customer Number: _____

Customer Name: _____

Address: _____

City _____ St _____ Zip Code _____

ITEM	QTY	PRICE*	QTY RETD	QTY RETD x PRICE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

White Copy Send To: Herff Jones Credit Dept-901 Bob King Drive-Arcola IL 61910-1905 **Yellow Copy** Enclose In Return Carton **Pink Copy** Retain For Your Records
#110968 (rev. 3/09)

SEND CLASSKEEPER™ &
ARCOLA PLANT ACCESSORY
RETURNS TO:
Herff Jones Cap & Gown Division
901 Bob King Drive
Arcola IL 61910-1905
QUESTIONS: Call 800-553-3737
Affix **Orange Unused**
Merchandise Label to outside of
each carton. Enclose **YELLOW**
Copy of this form in Carton with
Merchandise (make copies if more
han one carton).

PINK Copy is for your records.

WHITE Copy MAIL or FAX to Herff Jones Credit Dept
901 Bob King Drive
Arcola, IL 61910-1905
FAX: 217-268-4582

PRICE = PRICE SHOWN ON
INVOICE/ACKNOWLEDGMENT.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT E

HERFF JONES, INC
1000 North Market Street
Champaign, Illinois 61820

217.351.9500

herffjones.com



October 18, 2017

Los Angeles Unified School District
Los Angeles, CA

Re: Returning Graduation Attire "Essential Gown"

Dear Sir/Madam:

We appreciate the opportunity to provide your graduate apparel for your graduating seniors. List below are the simple return instructions for your caps and gowns.

1. **Cartons must be taped close for pick up.**
2. **Count the amount of return cartons.**
3. **Call or e-mail Flat World. Telephone: (636-265-3745). E-mail: herffjones@flatworldsc.com**
 - a. **Provide them a carton count (reference "Essential Gowns")**
 - b. **They will send return labels for the cartons**
 - c. **Let them know when the carton(s) are available for pick up**
4. **All freight charges will be paid by Herff Jones.**

If you have any questions, please contact your Herff Jones Representative.

Best regards,

Herff Jones Cap and Gown Division



Local District Central Title I Schools
2017-2018 Categorical Equipment Inventory as of 5-07-2018

Location Code	School Name	Local District	2017-2018 CEI	Last PhyCheck (Oct-Sept)		Equipment Purchase
				Date	Fed Fisc Yr	
7082	10th St El	C		6/7/17	2016-2017	
7274	20th St El	C		4/26/17	2016-2017	
7301	24th St El	C				
7288	28th St El	C				
7137	32nd St USC PA Mag	C				
3932	49th St El	C		5/8/17	2016-2017	
5505	9th St El	C				
8009	Adams MS	C				Yes
2027	Aldama El	C		6/8/17	2016-2017	Yes
5111	Alexander SCS	C		6/1/17	2016-2017	
2041	Alexandria Ave El	C		6/2/17	2016-2017	Yes
2068	Allesandro El	C		5/25/17	2016-2017	
7722	Angelou Community SH	C		8/14/17	2016-2017	
2151	Annandale El	C		8/30/17	2016-2017	
2178	Aragon Ave El	C				
4322	Arroyo Seco Mus/S Mag	C				Yes
2219	Ascot Ave El	C		2/17/17	2016-2017	
2233	Atwater Ave El	C		6/9/17	2016-2017	Yes
4685	Aurora El	C		8/28/17	2016-2017	Yes
8543	Belmont SH	C				
8057	Berendo MS	C		9/5/17	2016-2017	
2603	Buchanan St El	C		9/19/17	2016-2017	
8066	Burbank MS	C		6/1/17	2016-2017	Yes
2671	Bushnell Way El	C				
2699	Cahuenga El	C		6/12/17	2016-2017	Yes
8094	Carver MS	C		6/2/17	2016-2017	
2863	Castelar St El	C	5/3/18	4/30/17	2016-2017	Yes
8045	Castro MS	C		5/31/17	2016-2017	Yes
8991	CDS Tri-C	C		6/1/17	2016-2017	
8580	Central HS	C		6/1/17	2016-2017	
3110	Clifford St M/T Mag	C				
8062	Clinton MS	C				
3192	Commonwlth Ave El	C				
8207	Contreras LC ALC	C				
8517	Contreras LC Bus Tr	C		6/1/17	2016-2017	
8774	Contreras LC Glbl St	C				
8527	Contreras LC Soc Jus	C				
8516	Cortines Sch of VAPA	C		5/31/17	2016-2017	Yes
3356	Dayton Heights El	C		6/1/17	2016-2017	
8738	DBM	C		5/23/17	2016-2017	Yes
2386	Del Olmo El	C		6/9/17	2016-2017	Yes
3397	Delevan Drive El	C		6/9/17	2016-2017	
3479	Dorris Place El	C				
3507	Eagle Rock El	C				
8614	Eagle Rock HS	C		8/25/17	2016-2017	Yes
8710	Early College Acad	C		5/31/17	2016-2017	
3575	Elysian Heights El	C				
2383	Esperanza El	C		5/31/17	2016-2017	
2942	Estrella El	C		6/5/17	2016-2017	
3877	Fletcher Dr El	C				Yes
8132	Foshay LC	C		6/15/17	2016-2017	
8643	Franklin HS	C		5/22/17	2016-2017	
4082	Garvanza El	C				
4123	Glassell Park El	C		6/7/17	2016-2017	
4164	Glenfeliz Blvd El	C		5/26/17	2016-2017	Yes
2385	Gratts LA for YS	C		6/6/17	2016-2017	
4681	Harmony El	C				
8645	Highland Park HS	C		5/18/17	2016-2017	
4548	Hobart Blvd El	C		1/23/17	2016-2017	
4575	Hooper Ave El	C				Yes
4576	Hooper Ave PC	C		8/31/17	2016-2017	
4589	Hoover St El	C		6/8/17	2016-2017	

Local District Central Title I Schools
2017-2018 Categorical Equipment Inventory as of 5-07-2018

Location Code	School Name	Local District	2017-2018 CEI	Last PhyCheck (Oct-Sept)		Equipment Purchase
				Date	Fed Fisc Yr	
2944	Huerta EI	C		5/15/17	2016-2017	
8189	Irving MS MME Mag	C		6/12/17	2016-2017	
8714	Jefferson SH	C				
2943	Jones EI	C		9/5/17	2016-2017	Yes
5112	Jones PC	C		5/26/17	2016-2017	
8777	Kahlo HS	C		6/7/17	2016-2017	
8064	Kim Academy	C		6/9/17	2016-2017	
2701	Kim EI	C		6/7/17	2016-2017	
6534	King Jr EI	C				
8208	King MS Mag Flm/Mdia	C		8/21/17	2016-2017	Yes
2543	Lafayette Park PC	C		8/24/17	2016-2017	
2393	Lake St Primary	C		9/8/17	2016-2017	
1919	Lanternman HS	C		6/5/17	2016-2017	
2307	Lee EI Med Hlth Mag	C				
5170	Lexington Ave PC	C		6/15/17	2016-2017	
8058	Liechty MS	C		9/13/17	2016-2017	Yes
4680	Lizarraga EI	C		6/19/17	2016-2017	
4890	Lockwood Ave EI	C		6/9/17	2016-2017	
4904	Logan Academy	C		6/9/17	2016-2017	
8200	Los Angeles Acad MS	C		6/27/17	2016-2017	
4982	Los Angeles EI	C		6/9/17	2016-2017	Yes
4986	Los Feliz STEMM Mag	C				
2544	MacArthur Pk EI VAPA	C		5/18/17	2016-2017	
5113	Mack EI	C		4/5/17	2016-2017	Yes
5055	Magnolia Ave EI	C		5/29/17	2016-2017	Yes
5068	Main St EI	C		6/9/17	2016-2017	
8743	Manual Arts SH	C		5/15/17	2016-2017	
7220	Maple PC	C				
4983	Mariposa-Nabi PC	C				
8750	Marshall SH	C		6/2/17	2016-2017	Yes
5205	Mayberry St EI	C	X	5/15/17	2016-2017	
1918	McAlister HS CYESIS	C		8/29/17	2016-2017	
5247	Menlo Ave EI	C				
5288	Micheltorena St EI	C				
5384	Monte Vista St EI	C				
7614	Nava College Prep	C				Yes
8070	Nava LA Sch Art&Cult	C		6/5/17	2016-2017	
5173	Nava LA Sch Bus&Tech	C		6/5/17	2016-2017	
5466	Nevin Ave EI	C		6/7/17	2016-2017	Yes
8545	Newmark HS	C		5/2/17	2016-2017	
5630	Normandie Ave EI	C		5/22/17	2016-2017	Yes
5699	Norwood St EI	C		5/23/17	2016-2017	
6868	Obama Gbl Prep Acad	C		5/27/17	2016-2017	
2392	Olympic PC	C				
8853	Orthopaedic Hsp SH Mg	C		6/20/17	2016-2017	
3247	Plasencia EI	C				
2311	Poindexter LaMotte EI	C		5/23/17	2016-2017	
2384	Politi EI	C		6/12/17	2016-2017	
2369	RFK Ambsdr Gbl Edu	C		6/1/17	2016-2017	
7771	RFK Ambsdr Gbl Ldsh	C				
8501	RFK LA SH Arts	C		6/15/17	2016-2017	
7783	RFK New Open Wld	C		5/12/17	2016-2017	Yes
8206	RFK Sch Vis Arts/Hum	C		6/5/17	2016-2017	
7780	RFK UCLA Comm Sch	C				
2308	Ride EI Smart Acad	C				
5385	Riordan PC	C		6/5/17	2016-2017	
6329	Rockdale VAPA Mag	C		6/15/17	2016-2017	
6370	Rosemont Ave EI	C				Yes
8544	Roybal LC	C		8/18/17	2016-2017	
1955	Salvin Sp Ed Ctr	C		5/22/17	2016-2017	
6493	San Pascual EI STEAM	C				
6507	San Pedro St EI	C				

Local District Central Title I Schools
2017-2018 Categorical Equipment Inventory as of 5-07-2018

Location Code	School Name	Local District	2017-2018 CEI	Last PhyCheck (Oct-Sept)		Equipment Purchase
				Date	Fed Fisc Yr	
8716	Santee EC	C				Yes
7707	Sotomayor LA HADA	C		9/18/17	2016-2017	
8577	Sotomayor LA LARS	C		5/29/17	2016-2017	
2134	Studio School	C				
7178	Toland Way El	C		6/23/17	2016-2017	
7219	Trinity St El	C		6/3/17	2016-2017	
7356	Union Ave El	C				Yes
7479	Vermont Ave El	C				
8462	Virgil MS	C		8/11/17	2016-2017	
7589	Wadsworth Ave El	C		9/6/17	2016-2017	
7151	Weemes El	C		8/14/17	2016-2017	Yes
8748	West Adams Prep SH	C				Yes
7654	West Vernon Ave El	C				
2542	White El	C				
1914	Widney CPTC	C		8/31/17	2016-2017	
7959	Yorkdale El	C		5/23/17	2016-2017	
2017-2018 CEI: * If there is a date in the column, the school has submitted their CEI * If there is an X in the column, the school has submitted their CEI, but it is incomplete, and FSEP will contact the school to revise * If there is a blank in the column, it means that the school did not submit any CEI, and they have until the June 8 to submit the CEI to fsep@lausd.net						
Last PhyCheck: * If there is a red highlight, school needs to do a physical inventory for the 2017-2018 school year, and it needs to be indicated in Section I of Attachment B * If there is a green highlight, the school does not need to do a physical inventory						
Equipment Purchased: * If there is a "Yes" it means that an Equipment BAR was submitted to FSEP in 2017-2018 and the school needs to list that equipment in their CEI * If the column is blank it means that there are no records to indicate the school has purchased any equipment using Title I Program funds						



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Final Payment of Bills for Fiscal Year 2017-2018

NUMBER: REF-3640.12

ISSUER: V. Luis Buendia, Controller
Accounting and Disbursements Division

DATE: April 10, 2018

ROUTING

Local Districts

- *Superintendents*
- *Support Directors*
- *Fiscal Services Managers*
- *Fiscal Specialists*

Principals

School Administrative Assistants
Financial Managers
Office Administrators
Office Fiscal / Administrative Staff

PURPOSE: The purpose of this Reference Guide is to ensure that all 2017-2018 fiscal year expenditures are charged to this fiscal year. For PO-related purchases, expense is recorded when the Goods Receipt (GR) is posted in SAP on or before June 30, 2018.

MAJOR CHANGES: This Reference Guide now refers to MEM-6016.5 2017-2018 Procurement Year-End Closing Timeline/Schedule, dated March 1, 2018 for information about P-Card/T-Card deadlines.

INSTRUCTIONS: To enable prompt payments, schools and offices need to process an online GR immediately after the ordered items or services are received. For assistance, please contact your LRP Shopping Cart Support Center listed below:

LRP Shopping Cart Support Center (SCSC) Contacts		
Local District	Email	Phone
North East	SCSCnortheast@lausd.net	(562) 654-9476
North West	SCSCnorthwest@lausd.net	(562) 654-9449
East	SCSCeast@lausd.net	(562) 654-9467
South	SCSCsouth@lausd.net	(562) 654-9472
West	SCSCwest@lausd.net	(562) 654-9444
Central	SCSCcentral@lausd.net	(562) 654-9430
All other schools and offices	cs.stores@lausd.net	(562) 654-9009

GR entry of materials or services prior to actual delivery is a violation of District policy and may result in disciplinary action being taken against the site administrator. The GR process should not be used to carryover funds.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

The following are cut-off dates for processing or submission of documents required for complete or partial payments and for posting expenditures in the 2017-2018 fiscal year:

TRANSACTION TYPE	DESCRIPTION	CUT-OFF DATE	CONTACT FOR ASSISTANCE
Purchase Order	Goods Receipt (GR) posted in SAP	06/30/18	LRP Shopping Cart Support Center (see contact info above)
Imprest Claim Online Reimbursement*	Title I	05/04/18 (to Title I Office Universal Worklist)	fsep@lausd.net
	Non-Title I	06/13/18 (to Accounts Payable Universal Worklist)	accounts-payable@lausd.net
Travel Expense Claim**	Travel Request entries to SAP (Travel Desk)	06/01/18	procurement.traveldesk@lausd.net
	Travel Expense reimbursement claim	06/14/18	accounts-payable@lausd.net

Note: For P-Card or T-card, please see MEM-6016.5 2017-2018 Procurement Year-End Closing Timeline/Schedule, dated March 1, 2018 for information about those deadlines.

* Approved imprest claim reimbursement requires supporting documents (e.g. 10.12 Travel Request Form, Donation Form, Field Trip Form)

** Approved travel claim reimbursement requires supporting documents (e.g. receipts)



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

REMINDERS:

1. Federal and State Education Program Office's (FSEP) approved Imprest claims must be in Accounts Payable Universal Worklist (UWL) no later than 4:30 pm on June 13, 2018.
2. After the cut-off dates, unresolved questions or funding errors on Imprest or Travel claims may result in expenditures being charged to the next fiscal year.
3. Imprest or Travel claims with funding availability issues will be partially paid based on the budget availability. Unreimbursed amounts will have to be resubmitted online to Accounts Payable the following fiscal year.
4. Imprest Administrators who are retiring or changing assignment or location must reconcile and clear their Imprest Fund Account by submitting a closing claim and a check in the amount of any unexpended funds to Accounts Payable Branch. In addition, an updated bank signature must be submitted to the Treasury Unit. Please call (213) 241-2745 for instructions on completing the form.

RELATED RESOURCES::

- Procurement Manual, 7th Edition, dated April 2017
- MEM-6016.5 2017-2018 Procurement Year-End Closing Timeline/Schedule, dated March 1, 2018
- Imprest Funds Reference Guide #1706.4 dated September 15, 2015
- MEM- 2464.14 Carryover Policies For School Account Balances As of June 30, 2018 dated February 28, 2018

ASSISTANCE:

For assistance or further information please contact:

- Budget related questions – Fiscal Specialist (schools) or assigned Fiscal staff (offices)
- Travel related questions – Travel Desk at (562) 654-9050 or email procurement.traveldes@lausd.net
- Payment related questions – Accounts Payable Customer Service Center at (213) 241-4800 or email accounts-payable@lausd.net
- Textbook related questions – Integrated Library and Textbook Support Services at (213) 241-2733
- Purchase Order and Goods Receipts – LRP Shopping Cart Support Center (see page 1 of this bulletin)
- Bank of America signature card – Treasury Section at (213) 241-2745



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Suicide Prevention and Awareness Training

NUMBER: MEM-6910.1

ISSUER: Erika F. Torres
Executive Director
Student Health and Human Services

DATE: March 6, 2018

ROUTING

All Employees
All Locations
Co-located Charter Schools

PURPOSE: The Los Angeles Unified School District (LAUSD) is committed to providing a safe, civil, and secure school environment. LAUSD recognizes that suicide is a leading cause of death among youth and that a large number of youth (17 percent of high school students) consider and attempt suicide (over 8 percent of high school students) each year (Centers for Disease Control and Prevention, 2015). The possibility of suicide and suicidal ideation requires vigilant attention from our school staff. As a result, it is each employee's responsibility, as well as the District's charge to provide an appropriate and timely response in preventing and addressing suicidal ideation, suicide attempts, and deaths by suicide. Suicide prevention involves school-wide activities and programs that enhance connectedness, contribute to a safe and nurturing environment, and strengthen protective factors that reduce risk for students.

Recognizing that it is the duty of the District and schools to protect the health, safety, and welfare of all students, the District has developed an online *Suicide Prevention and Awareness Training*. This training aims to assist all employees to better understand the warning signs and risk factors for suicide, as well as have information and guidelines about what to do if they are concerned about a student's suicidal ideation or behaviors. This training is part of a District-wide focus on school safety, supporting efforts to ensure all District employees clearly understand their duty to protect our students and make appropriate referrals for support and mental health services, as needed. Additionally, this training fulfills the requirement for training indicated in the California Education Code Section 215, Assembly Bill 2246, (Chapter 642, Statutes of 2016).

After completing this training:

- All employees will be aware of the risk factors and warning signs for suicide.
- All employees will know whom they can go to at their school site or the District for support, as well as what mental health supports and resources they can access.

MAJOR CHANGES: This Memorandum is being revised to update the date that this training is required to be completed by every District employee.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

INSTRUCTIONS: I. Suicide Prevention and Awareness Training

All LAUSD employees will be auto-enrolled and required to complete the *Suicide Prevention and Awareness Training* and assessment annually. The course is available on My Professional Learning Network (MyPLN). The training should be completed by no later than May 23, 2018. Substitutes who have completed the hiring process will be auto-enrolled in the course. New employees hired after April 1st are required to complete the *Suicide Prevention and Awareness Training* by the end of the month following the month of their hire and annually thereafter.

Employees will receive an email from the MyPLN system indicating that they have been enrolled in the course with instructions for accessing it via their transcript.

Employees who fail to complete this mandatory training may be subject to disciplinary action. Updates will be provided regularly to the Local District Superintendents, Administrators of Operations, District leadership, and School Principals regarding employee training completion.

II. Accessing the Assessment

After viewing the *Suicide Prevention and Awareness Training*, all employees must pass the assessment with a 100% to demonstrate their knowledge and comprehension. The assessment will be available after the training concludes.

III. Printing Certificates of Completion

After passing the assessment, the course will be complete and employees will receive an email confirmation. Step-by-step instructions to print the certificate will be provided in the completion email.

Employees may print the certificate from the “Completed” section of their transcript by using the following steps:

- A. From the MyPLN main page, click on Transcript.
- B. Click the down arrow at the top right of the “Active” button to reveal a drop-down menu. Select “Completed”.
- C. For the Suicide Prevention and Awareness Training, select the “View Certificate” button to the far right of the course title.
- D. The certificate will appear in a separate window; it can be printed or saved.



IV. Administrator Certifications

Administrators are to certify, once per year, via the online Administrator Certification Form, that employees have received training on suicide prevention and awareness, as well as information about the resources available in the school and in the community to support students. Additionally, they are to ensure that Suicide Prevention Liaisons identified in the Integrated Safe School Plan (ISSP) have received Local District training on how to assess students for suicide risk, as well as how to implement safety and re-entry plans.

Suicide Prevention Liaison(s) are the administrator/designee and/or mental health professionals (e.g., Psychiatric Social Worker, Pupil Services and Attendance Counselor, School Psychologist, or School Counselor) identified in the ISSP's *School Site Suicide/Threat Assessment Team*. The school site administrator designates these individuals annually. School staff may seek support from the Suicide Prevention Liaison(s) when they are concerned about a student's suicidal ideation/behavior.

V. Additional Training and Resources

A. Training Videos

1. The *Suicide Prevention and Awareness Training* video will be accessible throughout the year on MyPLN by accessing the course via the Transcript. Once completed, the course will move to that section of the Transcript, but can still be accessed by clicking on the down arrow to the right of the "View Certificate" button and selecting "Launch".
2. An optional training, *Protective Factors and Psychological First Aid for Students*, will also be accessible on MyPLN. This training provides an overview of strategies all employees may use to assist students who might be in crisis or feeling suicidal. It can be accessed by using the following steps:
 - a. From the MyPLN main page, click on Search.
 - b. In the Global Search box, type any of the following keywords – *Suicide Prevention*, *Protective Factors*, *Psychological First Aid*.
 - c. Select the training titled *Protective Factors and Psychological First Aid for Students*.
 - d. To view the video, click the "Launch" button.

B. Highly Recommended Local District School Site Crisis Team Training

It is highly recommended that the Suicide Prevention Liaisons and School Site Crisis Team members identified by each school site in the ISSP receive an in-person training in their respective Local Districts. Training should include guidelines for responding to and assessing students who



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

exhibit suicidal ideation/behaviors. Additionally, the training should include a case review, which will provide participants an opportunity to complete a risk assessment and develop a safety plan, as well as identify re-entry plan considerations for the student. After completing this training, Suicide Prevention Liaisons and School Site Crisis Team members will know how to respond to and assess a student who is exhibiting suicidal ideation/behaviors.

Local District School Mental Health Coordinators, Mental Health Consultants, CCIS Psychiatric Social Workers (PSWs), and Central CCIS staff will be available to assist with the in-person training requests, as well as the Local District School Site Crisis Team Trainings.

RELATED RESOURCES:

MEM-6128 Administrator Certification On-Line System, updated annually.
BUL-2637.3 Suicide Prevention, Intervention, and Postvention, February 12, 2018.

ASSISTANCE:

ITD Helpdesk - For technical support with accessing the online training.

- For assistance by telephone, call (213) 241-5200. When prompted, select Option 4, then Option 1.
- For online support, visit <https://achieve.lausd.net/helpdesk> to open a ticket or initiate a chat.

Student Health and Human Services, School Mental Health (213) 241-3841 - For consultation and support related to suicide prevention, intervention, and postvention.

- Monday-Friday
- 8:00 am-4:30 pm

Los Angeles School Police Department, Watch Commander (213) 625-6631 - for assistance with any law enforcement matters, 24 hours/day.

National Suicide Prevention Lifeline (800) 273-8255 - a 24-hour crisis line for individuals who are contemplating, threatening, or attempting suicide, including their family and friends.